



Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada

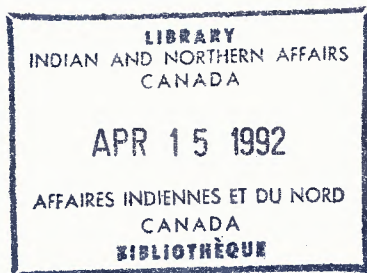
# INDIAN/INUIT TRAINING OPPORTUNITIES

## POSSIBILITÉS DE FORMATION POUR LES INDIENS ET LES INUIT

### 1992-1993

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INDIAN/INUIT  
TRAINING OPPORTUNITIES

POSSIBILITÉS DE FORMATION  
POUR LES INDIENS ET LES INUIT

1992-1993

Published under the authority of the  
Hon. Tom Siddon, P.C., M.P.,  
Minister of Indian Affairs and  
Northern Development  
Ottawa, 1992

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et du Nord canadien  
Ottawa, 1991

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ISBN 0-662-58859-2

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Services Canada

## FOREWORD

Welcome to the first edition of **Indian/Inuit Training Opportunities 1992-1993**, an expansion of the formerly titled **Indian/Inuit Management Courses**. This publication provides brief descriptions of all types of post secondary educational and career-related training that has been designed specifically for First Nations.

Program descriptions are arranged alphabetically by institution within each province. Courses are available in English unless otherwise stated. This publication is a guide only. Complete addresses for contacts have been provided for each program so that interested applicants may obtain further details.

Many thanks to those that responded to our requests for information. Both contributors and users of the guide are welcome to make suggestions for improvements or additions to increase the guide's usefulness to students and instructors. Institutions and organizations designing courses for Native participation that are not already listed in this guide, or individuals who wish to be added to our mailing list, should contact:

Director  
Indian Government Support  
Indian and Northern Affairs Canada  
Room 1735 - Les Terrasses de la Chaudiere  
10 Wellington Street  
OTTAWA, Ontario  
K1A 0H4

Phone: (819) 994-0057

## AVANT-PROPOS

Bienvenue à la première édition des **Possibilités de formation pour les Indiens et pour les Inuit 1992-1993**. Cette publication vient s'ajouter à celle antérieurement titrée **Cours en gestion pour les Indiens et les Inuit**. Elle décrit brièvement tous les types de formation postsecondaire et ceux axés sur le développement de carrières spécialement conçus pour les premières nations.

Ces descriptions de cours sont présentées par ordre alphabétique et par établissement dans chaque province. Les cours sont offerts en anglais à moins d'indication contraire. La publication est seulement un guide. La description de chaque cours est accompagnée de l'adresse complète d'une personne à contacter pour recevoir de plus amples détails.

Un grand merci à tous ceux et celles qui ont répondu avec tant d'enthousiasme à notre demande d'information. Nous souhaitons toujours recevoir des suggestions susceptibles d'accroître l'utilité de ce guide pour les étudiants et les professeurs. Les établissements et les organismes qui conçoivent des cours destinés aux Indiens et aux Inuit et dont le nom ne figure pas dans ce guide, ou encore toute personne qui voudrait voir son nom ajouté à notre liste d'envoi, sont priés de s'adresser au:

Directeur  
Soutien de l'administration locale  
Affaires indiennes et du Nord Canada  
Bureau 1735 - Les Terrasses de la Chaudière  
10, rue Wellington  
OTTAWA, Ontario  
K1A 0H4

Téléphone : (819) 994-0057

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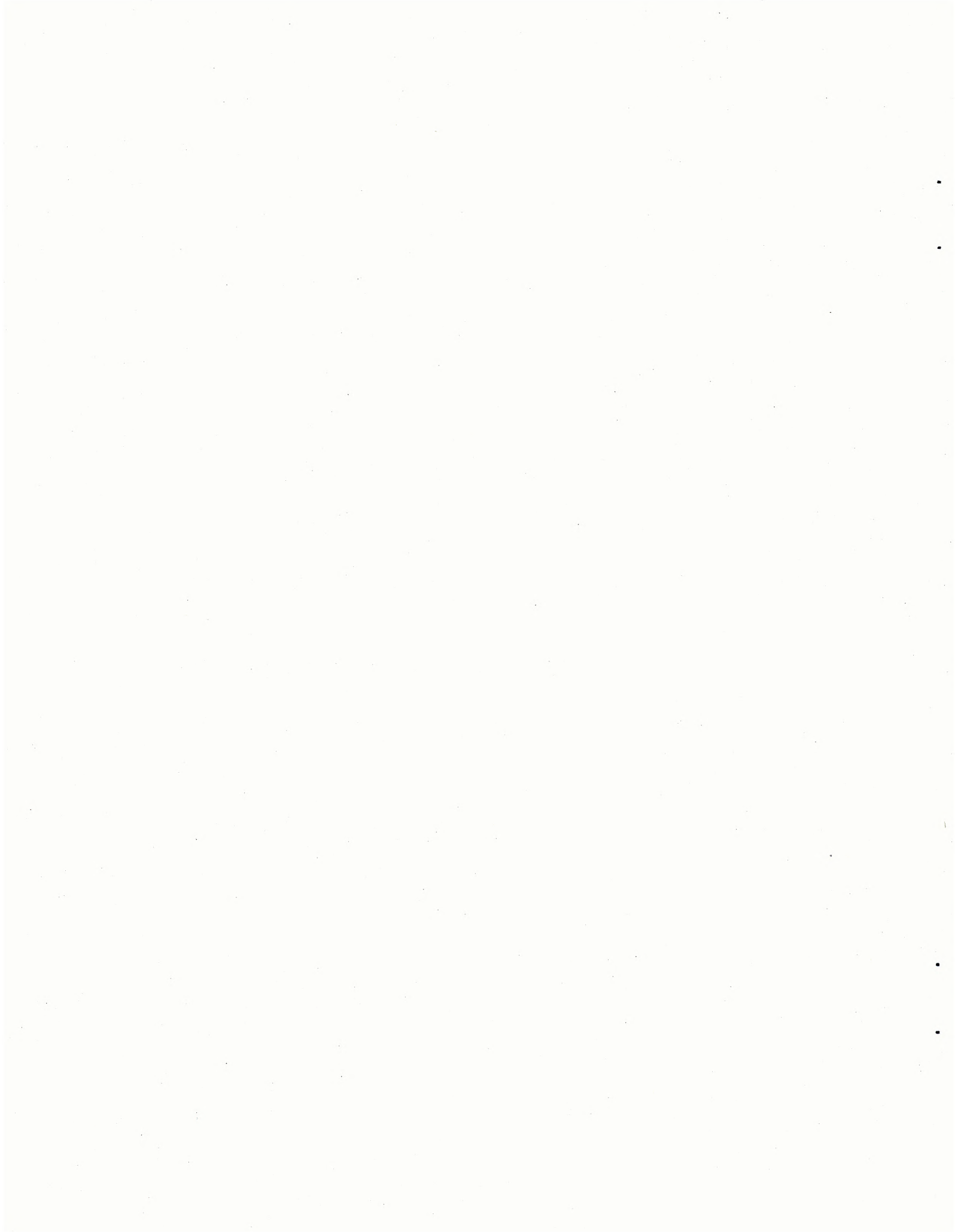
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**YUKON**

# **YUKON COLLEGE**

## **First Nations Management Program**

Subjects:	Business, Accounting, English, Arts, Computer Management
Prerequisites:	Grade 12 Academic with English 12 and Algebra 11, or Mature Student status with 60% on GED.
Location(s):	Whitehorse, Yukon
Certification:	Upon completion of Year 1, students will receive a Certificate in First Nations Management. Students completing Year 2 will receive a Diploma in First Nations Management. Students will receive credit for seven elective courses towards a Business Administration Diploma. Most course credits towards Business Administration are transferable to institutions in Alberta, or in other provinces on an individual course basis, and transferable to CMA, CGA and other professional programs.
Remarks:	The First Nations Management Program provides participants with a solid foundation in First Nations management techniques and business practices. Graduates will fill positions at the local, regional and national level; in banking, retailing, government and the hospitality industry, in the fields of band management, personnel management, accounting, financial and program management, community economic development and general management.
Contact:	Mr. David Himmelman, Dean or Mr. Howard Carvill, Instructor or Mr. Joe Binger, Instructor Administrative & Management Studies Division Yukon College Box 2799 WHITEHORSE, Yukon Y1A 5K4 Phone: (403) 668-8751

## **Northern Studies Program - Native Studies Concentration**

Subjects:	English, Anthropology, Sociology, Psychology
Prerequisites:	Successful completion of first year arts, with a C average over 30 credits. Must have at least 15 credits of Psychology, Anthropology, and Sociology.
Location(s):	Ayamdigut Campus, Whitehorse
Certification:	Diploma in Northern Studies

Remarks: Native studies is only one of four concentrations in the Northern Studies Program. There are also concentrations in Northern Science, Northern Justice or Criminology, and Outdoor and Environmental Studies.

Contact: Mr. Aron Senkpiel  
Dean, Academic Studies  
Yukon College  
Box 2799  
WHITEHORSE, Yukon  
Y1A 5K4  
Phone: (403) 668-8771  
FAX: (403) 668-8890

### **Renewable Resources Management Program**

Subjects: **Term one courses include:** Northern Science Field Methods, Land Use by First Nations, Written Communications, Renewable Resources Math, The Natural History of the North, Environmental Science, Tradition and Change: A First Nations Perspective

Prerequisites: Grade 12 Diploma including English and math, equivalent Yukon College courses, or mature student status.

Location(s): Ayamdigut Campus, Whitehorse

Certification: A diploma will be awarded upon completion of the two year program.

Remarks: This program trains northerners to occupy key roles in managing the north's fragile environment. The greatest need for graduates is in the First Nations organizations and so particular emphasis is given to enrolling First Nation students.

Contact: Mr. Ted Osmond-Jones  
Coordinator, Renewable Resources Management or  
Mr. Aron Senkpiel  
Dean, Academic Studies  
Yukon College  
Box 2799  
WHITEHORSE, Yukon  
Y1A 5K4  
Phone: (403) 668-8770  
FAX: (403) 668-8890

# **NORTHWEST TERRITORIES**

# ARCTIC COLLEGE

## Management Studies Program

Subjects:	Marketing Management and Research, Marketing, Accounting, Finance, Mathematics, Microeconomics, Communications, Entrepreneurship, Introduction to Public Administration, Database Management, Principles of Management, Human Resources Management, Word Processing, Spreadsheets, Public Policy, Macroeconomics, Contract Law, Organizational Behaviour, Investment and Taxes, Statistics, Public Finance, Native Insights, Independent Study, Tourism, Aboriginal Rights
Prerequisites:	NWT High School Diploma (General or Advanced) or equivalent. Mature students who do not have the required academic background will be considered individually, and academic assessment examinations may be required in English and Mathematics.
Location(s):	Fort Smith, NWT - Thebacha Campus
Certification:	A two year Diploma in Management Studies with Business or Public Administration Concentration
Remarks:	This program is designed to provide the knowledge and skills necessary for management careers in business, government, or non-profit organizations.
Contact:	Mr. Ram Mudalier Head, Business Education Arctic College - Thebacha College Box 600 FORT SMITH, N.W.T. X0E 0P0 Phone: (403) 872-7598 FAX: (403) 872-4511

## Native Management

Subjects:	Communications, Computers, Accounting, Management, Community Based Economic Development, Native Law, Aboriginal Self Government, Native Insight Issues
Prerequisites:	Grade 12 or equivalent
Location(s):	Thebacha Campus, Fort Smith, NWT Yukon Campus, Yukon, NWT



Certification: Certificate in Management Studies with Concentration in Native Management Administration awarded after one year, or Diploma in Management Studies awarded after two years.

Remarks:

Contact: Mr. Ram Mudalier  
See previous entry for address and phone number.

## **Native Studies**

Subjects: Introduction to Native Studies, Community Development, Land Claims, Self Government, Native Economic Development, Organizational Behaviour in Native Organizations, Research Methods, Management, Human Resource Management, Accounting, Computers, Management Communications

Prerequisites: To qualify, applicants must be 18 years of age, grade 12 graduate, or mature student.

Location(s): Yellowknife, N.W.T.

Certification: After 8 months, students could receive a Certificate in Management or Native Studies.

Remarks:

Contact: Mr. Robert Chartrand  
Senior Instructor and Coordinator  
Native Studies Program  
Arctic College - Yellowknife Campus  
500 - 5022, 49 Street  
YELLOWKNIFE, Northwest Territories  
X1A 3R7  
Phone: (403) 920-3043  
FAX: (403) 873-0333

## ATII TRAINING INC.

### ATII 1992/93 Management Seminars

**Subjects:** Manager's Role in Training, Financial Management, Introduction to Administration, General Management and Administration, Basic Bookkeeping, Introduction to Personnel Management, Managing Human Resources, Communications, Introduction to Computers for Administration, Computer Accounting

**Prerequisites:** A registration fee of \$30.00 for each course attended. Courses which have three parts must be taken in order. There is a cancellation fee if notice is not given two weeks in advance.

**Location(s):** Iqaluit, NWT  
Pelly Bay, NWT  
Cape Dorset, NWT  
Rankin Inlet, NWT  
Other locations have not yet been confirmed. Contact ATII for details.

**Certification:** There is no formal certification however, these courses can be credited to Arctic College's Management Studies program. Courses run from April 1992 to March 1993. The duration for each varies.

**Remarks:** All workshops will take place in a residential setting. Atii is the coordinating group for Inuit management development. Some courses are also offered in Inuktitut.

**Contact:** Ms. Alexina Kublu  
Executive Director  
ATII Training Inc.  
Suite 3  
379 Metcalfe Street  
OTTAWA, Ontario  
K2P 1S7  
Phone: (613) 232-2899  
FAX: (613) 232-0238

## **DENENDEH NATIONAL OFFICE**

### **On the-job-Training**

Subjects: Secretarial, Library, Technology, Administration, Finance, Management, Environmental, Arts and Culture, Mapping

Prerequisites: Applicants must be of Dene ancestry.

Location: Yellowknife, N.W.T.

Certification: Although no certification is provided, the program provides 1 to 3 years of on the job experience combined with an academic training depending on career path and academic pursuits.

Remarks: Programs are subject to availability of funding.

Contact: Ms. Ethel Liske  
Executive Director  
Dene Nation  
P.O. Box 2338  
YELLOWKNIFE, N.W.T.  
X1A 2P7  
Phone: (403) 873-4081  
FAX: (403) 920-2254

## **THE UNIVERSITY OF LETHBRIDGE**

### **Management Training Workshops**

For more information see "The University of Lethbridge" in ALBERTA.

# **TUNGAVIK FEDERATION OF NUNAVUT AND ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **Nunavut Sivuniksavut Program**

**Subjects:** Inuit Pre- and Post-Contact History, Inter-Personal Communications, Native Policy and the Treaty Process, Land Claims Policy since 1969, Group Decision Making, Northern Development Since 1968, Political Economy of the North, Problem Solving, History Mandates and Activities of Inuit Organizations, Leadership, Goal Setting/Time Management, Computer Literacy, Planning and Evaluation, Public Presentation, Research

**Prerequisites:** Must be 18 years of age or older

**Location(s):** Ottawa, Ontario

**Certification:** Graduates receive a College Certificate after 8 months.

**Remarks:** The long-term purpose of the program is to increase the number of trained Inuit who will be available to manage and participate in the implementation of a land claims settlement.

**Contact:** Mr. Morley Hanson or  
Ms. Blandina Makkik  
Nunavut Sivuniksavut  
336 MacLaren Street  
OTTAWA, Ontario  
K2P 0M6  
Phone: (613) 234-5603  
FAX: (613) 233-5565

# **BRITISH COLUMBIA**

# **BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

## **Administrative Systems, Public Administration Option for Native Organizations**

Subjects:	Economic Issues, Accounting, Management, Selection Interviewing, Government and Business, Marketing, Word Processing, Statistics for Business and Industry, Public Speaking, Finance, Reporting Writing, Software Applications, Municipal Planning, Administration and Law, Organizational Behaviour, Microeconomics, Problem Solving/Decision Making, Computer Applications, Macroeconomics, Business Law, Business Communications, Management Systems, Training and Development, Personnel Management, Labour Relations, Promotional Marketing, Accounting for the Manager, Managerial Finance, Occupational Health and Safety, Project Planning and Budgeting, Finance (These are only sample subjects)
Prerequisites:	Highschool graduation
Location(s):	BCIT Burnaby Campus, B.C., or site selected by Client
Certification:	Jr. Certificate, Sr. Certificate, or Diploma - all are accredited. Both certificate and diploma programs are given on-site to all bands.
Remarks:	BCIT also offers custom designed courses for specific band needs. Some examples of customized courses designed for individual bands in the past are resource management, band management, computer applications, and hospitality and tourism.
Contact:	Mr. Mike Powley Acting Director, Business Client Studies British Columbia Institute of Technology 3700 Willingdon Avenue BURNABY, B.C. V5G 3H2 Phone: (604) 432-8445 FAX: (604) 439-6700

## **Administrative Systems for Native Organizations**

Subjects:	Micro Economics, Public Speaking, Management, Government and Business, Statistics for Business and Industry, Word Processing, Business Law, Productivity Engineering Accounting, Finance, Selection Interviewing, Technical Communications, Problem Solving/Decision Making, Software Applications, Manpower Planning Systems, Macroeconomics, Personnel Management, Management Policy, Organizational Behaviour, Public Relations, Labour Relations, Marketing, Bedford Accounting, Project and Budgetary Reporting, (These are only sample subjects)
Prerequisites:	High school graduation



Location(s): BCIT Campus, or site selected by Client.  
Certification: Accredited Diploma in Administration achieved after two years.  
Remarks: BCIT also offers custom designed courses for specific band needs. Both certificate and diploma programs are given on-site to all bands. Some examples of customized courses designed for individual bands in the past are resource management, band management, computer applications and hospitality and tourism.  
Contact: Mr. Mike Powley  
See previous entry for address and phone number.

# THE UNIVERSITY OF BRITISH COLUMBIA

## Planning and Management Courses

- Subjects: Planning for First Nations Self-Government, First Nations Planning, Settlement Planning in Native Communities, First Nations Community and Social Services Planning
- Prerequisites: No formal requirements
- Location(s): UBC Campus, Vancouver, B.C.
- Certification: No formal certification. Tentative dates have been set at the following times:  
**First Nations Planning - Introductory Course:** 8 days - May 25 to June 1992  
**Planning for First Nations Self-Government:** 5 days - April 1992  
**First Nations Community and Social Services Planning:** 5 days - June 15 to 20, 1992  
**Settlement Planning in Native Communities:** 5 days - June 1992
- Remarks: These courses are limited to 30 students and are designed for individuals in management and leadership positions in bands, tribal councils, and native organizations. Note that similar courses are offered from April to June in 1993.
- Contact: Ms. Julie Glover  
Associate Director, Professional Programs  
UBC - Centre for Human Settlements  
2206 East Mall  
VANCOUVER, B.C.  
V6T 1Z3  
Phone: (604) 822-5254  
FAX: (604) 822-6164

## First Nations Health Care Professions Program

- Subjects: Dentistry, Medicine, Pharmaceutical Sciences, Audiology and Speech Sciences, Family and Nutritional Sciences, Nursing, Rehabilitation
- Prerequisites: Medicine, Social Work, Clinical Psychology, Counselling Psychology  
Any student of First Nations ancestry who has a strong interest in pursuing a health care career should apply. Students must complete a First Nations House of Learning application form.
- Location(s): Vancouver, British Columbia
- Certification:

Remarks: FNHCPP is designed to promote and facilitate the participation of First Nations in the Health Care Professions.

Contact: First Nations Health Care Professions Program  
Woodward Instructional Resources Centre  
#407 - 2194 Health Sciences Mall  
UBC - First Nations House of Learning  
VANCOUVER, British Columbia  
V6T 1Z3  
Phone: (604) 822-5613  
FAX: (604) 822-2495

## **Native Indian Teacher Education Program**

Subjects: English; Arts and Sciences Courses; Native Studies Courses which Explore Political, Social, and Economic Issues from Historical and Contemporary Perspectives; Indian Education Policies, Curricula, and Schooling; Teaching Methods

Prerequisites: Must have grade 12 academic, equivalent, or mature student status. Entrance is also permitted by obtaining the "grade 12 equivalency certificate".

Location(s): Students complete their first two years at one of the field centres located at Chilliwack, Duncan, Hazelton, and Kamloops. Students then transfer to the U.B.C. Campus to complete the remaining three years.

Certification: If all requirements are met, students receive a Bachelor of Education (Elementary) Degree and the B.C. Professional Certificate.

Remarks: NITEP students will be eligible for the B.C. Standard Teaching Certificate after completing all requirements from year 1 to 4. Those wishing to prepare for teaching in adult education and secondary settings can also prepare at the field centres.

Contact: Native Indian Teacher Education Program  
Faculty of Education  
UBC - First Nations House of Learning  
6375 Biological Sciences Road  
VANCOUVER, B.C.  
V6T 1Z4  
Phone: (604) 822-5240

## **Native Law Program**

Subjects: Native Peoples and the Laws, International Protection of Human Rights, Topics in Native Self Government, Native Claims Seminar, Comparative Indigenous Law

Prerequisites: Applicants may be required to attend the two-month pre-law summer program offered at the University of Saskatchewan. All applicants are required to write the Law School Admission Test (LSAT). Generally a minimum of two years of undergraduate studies is required, however the Faculty considers the applicant's background, experience, undergraduate record, LSAT score, and performance in the Saskatchewan summer program.

Location(s): University of British Columbia, Vancouver, British Columbia

Certification: Graduates receive an LLB. The course load is the same as in the regular law program, which is a total of 46 courses within three years.

Remarks:

Contact: Native Law Program  
Faculty of Law  
George F. Curtis Building  
1822 East Mall  
UBC - First Nations House of Learning  
VANCOUVER, British Columbia  
V6T 1W5  
Phone: (604) 228-6165

### **Ts'Kel Program (M.Ed., M.A., Ed.D., or Ph.D. in Educational Studies, Educational Administration, or Curriculum and Instruction)**

Subjects: **M.Ed.:** A professionally-oriented degree consisting of 15 units of course work, a comprehensive examination, and major paper.  
**M.A.:** A research-oriented degree whose 15-unit requirement includes a thesis and research courses. A comprehensive examination may be required.  
**Ed.D or Ph.D.:** Advanced research degrees with three kinds of requirements: course work, comprehensive examination and dissertation.

Prerequisites: The usual UBC admission requirements for graduate study.

Location: UBC, Vancouver, British Columbia

Certification: Masters degrees must be completed within five years, and doctoral degrees in six years.

Remarks:

Contact: Ms. Verna Kirkness  
Director, Ts'Kel Program  
Faculty of Education  
UBC - First Nations House of Learning  
VANCOUVER, British Columbia  
V6T 1Z5

# **CAMOSUN COLLEGE**

## **Native Adult Basic Education (NABE)**

Subjects: Adult Basic Education level Math, English, Science, Lifeskills  
Prerequisites: Assessment  
Location(s): Saanich Adult Education Centre, Tsartlip Reserve, Brentwood Bay, British Columbia  
Certification: Program usually runs from 8 to 10 months.  
Remarks:  
  
Contact: Mr. Bruce Hardy  
Acting Coordinator, A.B.E.  
Camosun College - Community Education Services  
Lansdowne Campus  
3100 Foul Bay Road  
VICTORIA, British Columbia  
V8P 5J2  
Phone: (604) 370-3931  
FAX: (604) 370-3150

## **Native Indian Teaching Assistant (NITA)**

Subjects: College Preparation and First Year U.T. Level, English, Math, Communications, Native Studies, Child Development, Cross-Cultural Communication, Audio Visual, Practicum  
Prerequisites: Grade ten English and Math, and First Nations ancestry.  
Location(s): Saanich Adult Education Centre, Tsartlip Reserve, Brentwood Bay, British Columbia  
Certification: A NITA Certificate is awarded upon completion of the 10 month program.  
Remarks:  
  
Contact: Mr. Slen Maddin  
Program Head  
Lansdowne Campus  
3100 Foul Bay Road  
VICTORIA, British Columbia  
V8P 5J2  
Phone: (604) 652-2214  
FAX: (604) 370-3150



## **Strategies for Academic Success**

Subjects: Learning Skills  
Prerequisites: Grade 10 English, or equivalent. First Nations ancestry.  
Location(s): Lansdowne Campus, Victoria, British Columbia  
Certification:  
  
Remarks: Course is designed to teach study skills and learning methods to First Nations students and is geared to introducing them to academic culture.  
  
Contact: Ms. Janice Simcoe  
Camosun College - Lansdowne Campus  
3100 Foul Bay Road  
VICTORIA, British Columbia  
V8P 5J2  
Phone: (604) 370-3163  
FAX: (604) 370-3150

## **CHEMAINUS NATIVE COLLEGE**

### **Business Management Certificate Program**

Subjects: Accounting, Office Procedures, Computers, English  
Prerequisites: Grade 12 diploma including grade 11 algebra and grade 12 English, or completion of Chemainus Native College's Provincial Diploma Program.  
Location(s): Ladysmith, B.C.  
Certification: A diploma in Business Management, which is transferable to other institutions, is awarded after 2 years.  
  
Remarks:  
  
Contact: Mr. Bob Allers  
Director  
Chemainus Native College  
Box 730  
LADYSMITH, B.C.  
V0R 2E0  
Phone: (604) 245-3522  
FAX: (604) 245-7189



# **GONZAGA UNIVERSITY**

## **Bachelor of Education in Native Leadership**

Subjects: There are two strands: Teacher Education and Business  
Prerequisites: Highschool completion.  
Location: Canim Lake, B.C.  
Certification: After 7 academic years of course work off campus and 7 summers of course work on campus, students receive a Bachelor of Education Degree.

Remarks: The program is designed to prepare teachers for certification and to meet the needs of those interested in Business Management.

Contact: Dr. Mary Alice Danaher, Ed.D.  
Director  
Gonzaga University  
Canim Lake Campus  
P.O. Box 70  
FOREST GROVE, B.C.  
V0K 1M0  
Phone: (604) 397-2375  
FAX: (604) 397-2424

## **KITSUMKALUM BAND COUNCIL**

### **Native Public Administration Program**

- Subjects:** Native Legal Issues, Business Communications, Business Law, Business Math, Canadian Business, Computers, Accounting, Public Administration and Intergovernmental Relations, Self Government, Community Management, Effective Supervision, Applied Accounting, Public Speaking, Practicum Placements
- Prerequisites:** Must have a grade twelve equivalency measured by testing. Must be on Unemployment Insurance (Programme is funded by Canada Employment and Immigration).
- Location:** Kitsumkalum reserve, Terrace, B.C.
- Certification:** A certificate is awarded upon completion of the 10.5 month long programme. The programme is accredited with the Vancouver Community College (VCC), and equates to one year of a Business Management programme at VCC.
- Remarks:** The goal of this programme is to provide Native people with the necessary skills that will allow them to access career-oriented employment positions in Native organizations, tribal councils and bands, as well as with the private and government sectors.
- Contact:** Ms. Laura Miller  
Program Administrator and Coordinator  
Tom Weegar  
Instructor and Coordinator  
Kitsumkalum Band Council  
P.O. Box 544  
TERRACE, B.C.  
V8G 4B5  
Phone: (604) 635-6177  
FAX: (604) 635-4622

## **THE UNIVERSITY OF LETHBRIDGE**

### **Management Training Workshops**

For more information see "The University of Lethbridge" in ALBERTA.

## **NATIVE EDUCATION CENTRE**

### **College Preparation Program**

- Subjects:** English with a Heavy Emphasis on Developing Writing Skills; Math with a Business or College Focus; Social Studies with a Concentration on Research and Library Skills; Science with Units in Biology, Chemistry and Physics; Career Preparation
- Prerequisites:** Grade 12 completion or equivalent. Applicants must also submit a standard NEC application form, attend an interview, and complete a NEC assessment test and a one-page handwritten essay.
- Location(s):** Vancouver, British Columbia
- Certification:** a College Preparation Certificate is awarded by the Native Education Centre and Vancouver Community College upon successful completion of the 10-month course.
- Remarks:** The program is oriented to specific academic training for students interested in following a college, university professional or vocational education. Number of seats limited to twenty.
- Contact:** Ms. Sue Arnault  
Admissions Coordinator  
Native Education Centre  
285 East Fifth Avenue  
VANCOUVER, British Columbia  
V5T 1H2  
Phone: (604) 873-3761  
FAX: (604) 873-9152

### **Native Public Administration**

- Subjects:** Introduction to Canadian Business, Business Communications, Business Math, Accounting, Business Law and Native Legal Issues, Computer Literacy, Practicum, Applied Accounting, Effective Human Resource Supervision, Community Development, Public Administration & Intergovernmental Relations, Applied Computer Applications, Public Speaking
- Prerequisites:** The Native Public Administration Program is open to students of Native ancestry who are 20 years of age or older; have completed grade 12 or equivalent; have at least a C average in grade 12 English and math; have a personal interview and academic assessment conducted by the Native Education Centre.
- Location(s):** Vancouver, B.C.
- Certification:** Certificate awarded on completion of the 10.5 month long program.

Remarks: The program is limited to twenty students. This program will train students in various business, financial and administrative disciplines to a skill level that will enable them to enter the work force at junior administrative or managerial levels.

Contact: Mr. Stan Demelo  
Native Education Centre  
285 East 5th Avenue  
VANCOUVER, B.C.  
V5T 1H2  
Phone: (604) 873-3761  
FAX: (604) 873-9152

### **Secretarial Office Training**

Subjects: Typing, Bookkeeping, Business Communications, Reception/Public Relations, Services Management, Reproduction/Distribution, Records Management, Work Experience

Prerequisites: Applicants must submit a standard NEC application, must be 19 years age or older, have grade 12 or equivalent with a "C" average in grade 12 Math and English. Applicants must also provide two letters of reference, a one-page letter explaining their interest in this field, and attend an interview.

Location(s): Vancouver, British Columbia

Certification: Graduates receive a certificate from Vancouver Community College and the NEC, with direction toward further training or employment. The program lasts approximately five and a half months.

Remarks: The program is designed for students interested in a secretarial, office or a clerical career. It is also the first part of a course of study that will lead to training in micro-computers.

Contact: Ms. Sue Arnault  
See page 20 for address and phone number.

### **Micro-Computers Office Training**

Subjects: Students will train on IBM and AES personal computers. The software will be MS DOS, DBase III Plus, Wordperfect, ACCPAC, General Ledger, Lotus 1-2-3, and Microsoft Word 5.

**Prerequisites:** Applicants must be 19 years of age or older, have a grade 12 diploma or equivalent with a "C" average in grade 12 English and Math, and must have completed a course in accounting or bookkeeping. Applicants must also be able to type at least 40 words per minute, attend an interview, and write a one-page letter explaining their interest in this career field.

**Location(s):** Vancouver, British Columbia

**Certification:** Successful students receive a certificate from Vancouver Community College and the NEC that will lead to employment in an automated office, or further training in various career areas that specialize in the use of micro-computers. The program lasts approximately five and a half months.

**Remarks:** Enrolment limited to twelve.

**Contact:** Ms. Sue Arnault  
See page 20 for address and phone number.

### **Native Criminal Justice Studies Training Program**

**Subjects:** Native Awareness and the Criminal Justice System, introduction to Policing, Introduction to the Criminal Justice System, English Composition, Criminology, First Aid, Field Practicum, Criminal Behaviour in the Native Community, The Canadian Legal System, Public Speaking and Interviewing, Introduction to Corrections

**Prerequisites:** Applicants must have a grade 12 diploma or equivalent, two letters of reference, medical certificate, one-page essay explaining interest in the program, complete an academic assessment test, attend a personal interview, be 19 years of age or older, possess a valid B.C. driver's license, and give permission for a criminal records check.

**Location(s):** Vancouver, British Columbia

**Certification:** Graduates receive a joint certificate from Douglas College and the NEC upon completion of the 10½ month course.

**Remarks:** The program trains students in a variety of criminal justice related courses. Each course will be adapted or completely devoted to issues related to Native people and the Criminal Justice system. Number of seats limited to 16.

**Contact:** Ms. Sue Arnault  
See page 20 for address and phone number.



## **Native Early Childhood Education Training Program**

Subjects:	Living Skills, Foundations of Early Childhood Education, Child Development, Communications and Interpersonal Relationships, Health and Nutrition, Practicum, Guiding and Caring, Parent/Teacher/Community Relations, Language and Literature, Science/Math.Social Studies, Creative Arts, Music and Movement, Program Planning and Administration of ECE Program, Job Readiness, Safety and First Aid
Prerequisites:	Applicants must have grade 12 or equivalent, submit a one-page essay explaining interest in program, supply two letters of reference, be 19 years of age or older, attend an interview and academic assessment test
Location(s):	Vancouver, British Columbia
Certification:	A joint certificate issued by NEC and Vancouver Community College is awarded upon completion of this 10½ month program. Graduates who receive a certificate will get assistance from the Centre in being placed in a child care facility for their 500 hours of work experience leading to provincial licensing as a child care worker.
Remarks:	Course limited to 16
Contact:	Ms. Sue Arnault See page 20 for address and phone number.

## **Native Family and Community Counselling Training Program**

Subjects:	Sociology of Family Violence, English Writing and Communications, Developmental Psychology, Social Psychology of Family Life, Basic Counselling Skills, Community Development, Dynamics of Family and Personal Violence, Program Development and Evaluation, Group Theory and Group Skills, Issues in Counselling the Family, Psychology of Human Sexuality, Personal Growth and Development, Personal and Cultural Development, Practicum
Prerequisites:	Applicants must be 20 years of age or older, have a grade 12 diploma or equivalent with excellent English, reading and writing skills, minimum of one year of sobriety, submit two letters of reference, attend an academic assessment test and a personal interview
Location(s):	Vancouver, British Columbia
Certification:	Successful students of the 10½ month program receive a joint certificate issued by VCC and the NEC.



Remarks: The program is designed to assist Native adults gain personal and family counselling skills leading to paraprofessional employment in bands, tribal councils, or Native organizations as councillors.

Contact: Ms. Sue Arnault  
See page 20 for address and phone number.

### **Native Science and Health Careers College/University Preparation Training Program**

Subjects: Biology, Chemistry, Physics, Math, English, Native Indian Ecology, Health Careers Preparation, Practicum

Prerequisites: Applicants must have grade 12 or equivalent, complete an academic assessment test, attend a personal interview, and be 18 years of age or older

Location(s): Vancouver, British Columbia

Certification: Successful students of the 10-month program, receive a joint certificate issued by the NEC and Vancouver Community College.

Remarks: This program will enable students to take courses that will prepare them for first year university or college science and math programs. As a result, students will be able to pursue careers in health and science related fields, such as mariculture, aquaculture, forestry, fisheries, medicine and various health career occupations. Seats limited to 12.

Contact: Ms. Sue Arnault  
See page 20 for address and phone number.

### **Native Tourism Supervisory Development Program**

Subjects: Introduction to Tourism, Careers in Tourism Industry, Tourism Marketing for Supervisors, Business Communications, Basic Computer Applications in Tourism, Human Relations in Tourism, Food and Beverage Services, Travel and Tour Operations, Examining the Accommodation Sector, Operational Controls in Tourism, Leadership Skills in Tourism, Human Resource Development, Directed Studies, Native Cultural Tourism, Special Events Planning, Outdoor and Adventure Tourism, Retailing your Tourism Product, Practicum

Prerequisites: Applicants must have grade 12 or equivalent, submit a one-page essay explaining interest in the program, be 19 years of age or older, attend a personal interview and a written assessment test

Location(s): Vancouver, British Columbia

Certification: Upon completion of the 10-month program, students receive a joint certificate issued by the NEC and Vancouver Community College.

Remarks: The courses in the program will be adapted to the experiences of Native people in many cases. In addition, the program will contain at least four courses directly related to the development of a tourist related business within the Native community. Seats limited to sixteen.

Contact: Ms. Sue Arnault  
See page 20 for address and phone number.

## **NICOLA VALLEY INSTITUTE OF TECHNOLOGY**

### **Administration Program**

Subjects: Foundations of Employment Skills, First Nations Community Development, Public Speaking, Indian Studies, Introduction to Accounting, Organizational Behaviour, Microeconomics, Introduction to Computer Systems, Technical Communications, Marketing, Math of Finance, Band Business Development, Law, Personnel

Prerequisites: High school or equivalent

Location(s): Merritt, B.C.

Certification: 1 Year Accredited Certificate, 2 Year Accredited Diploma

Remarks: In the final 30 credits, 10 courses, the student can specialize in either Business Administration, Public Administration or Community Economic Development. Academic upgrading is also available at this Institute.

Contact: Mr. Warren Weir  
Department Head  
Administration Program  
Nicola Valley Institute of Technology  
Box 399  
MERRITT, B.C.  
V0K 2B0  
Phone: (604) 378-2251

# **NORTH COAST TRIBAL COUNCIL EDUCATION CENTRE**

## **Business Office Training**

Subjects: Spelling, Math, Life Skills, Native Studies, Typing and Keyboarding, Accounting, Job Search Skills, Reception Training, Lotus, Accpac, Bedford, WP 5.1, Personnel Procedures

Prerequisites: Grade ten

Location: Prince Rupert

Certification: Upon completion of the ten month course, a certificate is awarded.

Remarks: This program carries transfer credits to Northwest Community College.

Contact: North Coast Tribal Council Education Centre  
820 - 3rd Avenue West  
PRINCE RUPERT, British Columbia  
V8J 1M6  
Phone: (604) 627-8822  
FAX: (604) 627-1602

## **Family Day Care**

Subjects: Orientation and Life Skills, Introduction to Family Day Care, Exploring Children's Development, Guiding Children's Behaviour, Planning Children's Experience, Promoting Child Health and Safety, CPR Babysaver and First Aid, Operating a Family Day Care, Introduction to Computers, How to Operate a Small Business

Prerequisites: Grade ten.

Location(s): Prince Rupert, B.C.

Certification: Certificate awarded upon completion of the ten month course.

Remarks: The intent of this program is to train individuals to operate a child care service in a home environment. Students will also participate in four field placements of 4 to 5 days each.

Contact: See previous entry for address and phone number.

## **Education Support Worker**

Subjects: English, Foundations to Education, Child Development, Programming and Curriculum for Special Needs, Native Studies, Issues in Family Living, Instructional Media, Classroom Learning Strategies, Prerequisites: Must be 19 years of age and a grade 12 graduate.

Location: Prince Rupert

Certification: After 10 months students receive a certificate.

Remarks: The intent of this program is to train First Nations individuals to work within public and band schools to assist student in academic, emotional, and cultural areas.

Contact: See page 26 for address and phone number.

## **NORTHERN LIGHTS COLLEGE**

### **Basic Band Management Skills**

Subjects: Basic Band Administration, Band Business Communications, Band Office Procedures, Band Finance Practices

Prerequisites:

Location(s): Stikine Campus, Cassiar, B.C.

Certification: Certificate in Basic Band Management Skills upon completion of 108 hours of training.

Remarks: Portions of the Confederation College Basic Band Management Skills program have been adopted for use by the College for this program.

Contact: Mr. Tom O'Connor  
Administrator, Stikine Campus  
Box 128  
CASSIAR, B.C.  
V0C 1E0  
Phone: (604) 771-5500

## **SAL'I'SHAN INSTITUTE SOCIETY**

### **Community Health Worker Program and Addiction Counsellor Program**

- Subjects:** Six to three week courses for each program to qualify as a Beginning Practitioner. Advanced courses for each category of practitioner are also offered.
- Prerequisites:** Motivation to increase practical knowledge and skills to become an effective educator and change agent.
- Location(s):** Sal'i'shan rents suitable facilities and aims to deliver courses as close as possible to the learner's home base.
- Certification:** Courses are offered in three week time slots 5 times/year.
- Remarks:** The Sal'i'shan Institute is a private post-secondary educational institute registered by the province of British Columbia. The Institute specializes in programming designed to meet needs and aspirations of First Nations.
- Contact:** Mr. W. J. Mussell  
Manager  
Sal'i'shan Institute Society  
800 Wellington Avenue  
P.O. Box 90  
CHILLIWACK, British Columbia  
V2P 6J1  
Phone: (604) 792-7300  
FAX: (604) 792-5498

### **Customized Training Programs for Bands, Tribal Organizations, Public and Private Agencies, and Other Interested Groups**

- Subjects:** Cross-cultural Education, Team Building for Self Management, Planning for Self Government, Restructuring to Overcome Effects of Cultural Devaluation, Healing and Personal Growth, Counselling, Professional Development (Managers, Teachers, Social Service Personnel, Band Government Personnel)
- Contact:** Mr. Bill Mussell  
See previous entry for address and phone number.



# SASKATCHEWAN INDIAN FEDERATED COLLEGE

## Certificate in Indian Social Work

See "Saskatchewan Indian Federated College, University of Regina - School of Indian Social Work" in SASKATCHEWAN

## TOTI:LTTHET CENTRE

### Career Preparation

Subjects:	<b>Adult Basic Education:</b> English, First Nations Studies, Science, Math, Life Skills <b>College Preparation:</b> Reading and Study Skills, Writing Research Papers, Advanced Algebra, Career Planning With Work Experience, Anthropology, Computer Information Systems
Prerequisites:	For Adult Basic Education there are no prerequisites. For College Preparation, requirements are Grade 12 or G.E.D.
Location(s):	St. Mary's Complex, 34110 Lougheed Highway, Box 3359, Mission, British Columbia, V2V 4J5.
Certification:	Two semesters. All adult basic education courses are articulated with and transferable to the University College of the Fraser Valley.
Remarks:	
Contact:	Ms. Heather M. Stewart Director Toti:ltthet Centre Box 3359 MISSION, British Columbia V2V 4J5 Phone: (604) 820-3369



## **Culinary Arts**

Subjects: Courses cover all aspects of cooking/chef training.  
Prerequisites: Grade 10 plus academic assessment, interview, assessment of work experience, personal and work references.  
Location(s): See previous page.  
Certification: One-year program  
Remarks:  
  
Contact: Ms. Heather Stewart  
See page 29 for address and phone number.

## **Tutoring Training**

Subjects: The purpose is to train First Nations volunteers, including Toti:lthet College Prep students, to tutor basic literacy students at Toti:lthet. After a donation of their time, tutors can volunteer elsewhere in their community or continue at Toti:lthet.  
Prerequisites:  
Location(s): St. Mary's Complex, 34110 Lougheed Highway, Box 3359, MISSION, British Columbia, V2V 4J5.  
Certification: One-year program  
Remarks:  
  
Contact: Ms. Heather Stewart  
See page 29 for address and phone number.

# **YINKA DENE LANGUAGE INSTITUTE**

## **Yinka Dene Language Instructor Certificate Course**

Subjects: Language Structure, Professionalism and Class Management, Second Language Teaching Methods, Native Language Literacy, Practicum

Prerequisites: Grade 12 English and fluency in mother tongue.

Location(s): Vanderhoof - College of New Caledonia Campus  
Williams Lake

Certification: A joint Certificate between College of New Caledonia and Yinka Dene Language Institute awarded after completion of the three-year program.

Remarks: Currently working with the following language groups:  
Central, Southern, Northern Carrier, Wetsowut'en, Chilcotin, Sekani, and Tahltan.

Contact: Ms. Rose Pierre  
Coordinator, Language Instructor Training  
Yinka Dene Language Institute  
P.O. Box 7000  
VANDERHOOF, British Columbia  
V0J 3A0  
Phone: (604) 567-9236  
FAX: (604) 567-3851

**ALBERTA**

# UNIVERSITY OF ALBERTA

## School of Native Studies

Subjects:	Community Research Methods, Introduction to Native Studies, Structure of the Cree Language for Cree Speakers, Native Issues and Insights, Native Economic Development, Aboriginal Legal Issues, Management Issues in Native Communities, Native Communication and Negotiation Strategies, Community-Based Research, Metis/Indian/Inuit Issues Seminars
Prerequisites:	Community Research Methods (NS 211), Native Land Use Research and Planning (NS 211 and NS 330), Community-based Research (NS 390)
Location(s):	Edmonton, Alberta
Certification:	Bachelor of Arts Degree in Native Studies
Remarks:	A belief that aboriginal languages, cultures, and philosophies are worthy of respect, as well as a commitment to undertake community-based research, have provided the impetus to create a program of study which will provide our students with the necessary skills to address current problems facing Native peoples.
Contact:	Mr. Richard Price Director, School of Native Studies University of Alberta 11023 - 90 Avenue EDMONTON, Alberta T6G 1A6 Phone: (403) 492-2991 FAX: (403) 492-0527

## ALBERTA VOCATIONAL CENTRE - LESSER SLAVE LAKE

### Band Administration

Subjects:	Interpersonal Communications for Managers, Stress and Time Management, Personnel Administration, Public Speaking, Financial Management, Parliamentary Procedures, Computer Accounting, Funding - Sources and Applications, Political Science Law, Community Planning, Program Development
Prerequisites:	Preference is given to full-time employees of reserve or settlement offices with at least three months' experience in a managerial position.
Location(s):	Lesser Slave Lake, Alberta
Certification:	Upon completion of the 20-week program, graduates receive a Certificate of Program Completion from Alberta Vocational Centre - Lesser Slave Lake.
Remarks:	Transcripts are issued for courses taken through Athabasca University. Some courses may be applied towards a university degree.
Contact:	Mr. Ron Anderson Director of Continuing Education Alberta Vocational Centre Box 1508 HIGH PRAIRIE, Alberta T0G 1E0 Phone: (403) 523-6690 FAX: (403) 523-3303

## ARCTIC INSTITUTE OF NORTH AMERICA - THE UNIVERSITY OF CALGARY

### Participatory Action Research

Subjects: As determined with joint venture partners. To date training in literacy, computer skills, archival research, social science interview methodology, and cultural mapping, has been provided to community residents.

Prerequisites: Always determined by community joint venture partners.

Location(s): Prophet River, B.C.  
Fort McPherson, N.W.T.  
Lac la Martre, N.W.T.

Certification: Certification of completion and achievement

Remarks:

Contact: Professor M. P. Robinson, A.I.N.A.  
The Arctic Institute of North America  
The University of Calgary  
2500 University Drive N.W.  
CALGARY, Alberta  
T2N 1N4  
Phone: (403) 220-7516  
FAX: (403) 282-4609



# ATHABASCA UNIVERSITY

## The Inuit Way

Subjects: Land and People of the Arctic, Inuit Origins, The Food Quest, Social Collaboration, Social Tension and Conflict, Man and the Supernatural, Creative Expression, The Explorers, Missionaries Traders and Government Officials, Settlement Life, Kabloona, Strategies for the Future

Prerequisites: Anthropology 275 is recommended. Must reside in Canada, and be at least 18 years of age.

Location(s): Across Canada

Certification: 3 credits in the Social Sciences

Remarks:

Contact: **In or south of Red Deer, B.C., or Saskatchewan:**

Faculty of Arts  
Athabasca University  
Southern Regional Office  
Room 300, 1040 - 7th Ave. S.W.  
CALGARY, Alberta  
T2P 3G9  
Phone: (403) 262-4522  
FAX: (403) 269-8027

**North of Red Deer, B.C., and the rest of Canada:**

Faculty of Arts  
Athabasca University  
Northern Regional Office  
2nd Floor, 108 St. Building  
9942 - 108 Street  
EDMONTON, Alberta  
T5K 2J5  
Phone: (403) 421-8700  
FAX: (403) 423-6806

**In Fort McMurray:**

Faculty of Arts  
Athabasca University  
Plaza II  
607 - 8600 Franklin Avenue  
FORT McMURRAY, Alberta  
T9H 4G8  
Phone: (403) 743-1846  
FAX: (403) 790-1106

## Native Peoples of Canada

Subjects:	Prehistory, Linguistics, Ethnohistory of Representative North American Groups, Metis and Inuit
Prerequisites:	Resides in Canada, 18 years of age or older
Location(s):	Across Canada
Certification:	Three Faculty of Arts credits can be obtained upon completion of a 6 month homestudy, or 13 to 16 weeks of teleconference seminar courses.
Remarks:	This course is still in development. For more information contact the Faculty of Arts.
Contact:	See previous page for addresses and phone numbers.

## BLUE QUILLS FIRST NATIONS COLLEGE

### Management Studies Diploma in Business Administration or Management Studies

Subjects:	<b>Business Administration:</b> Financial Math, Marketing, Principles in Economics, Principles of Management, Organizational Behaviour, Accounting, Personnel Administration, Business Computers, Business Finance, Business Law, Business Policy <b>Management Studies:</b> Management, Human Resources, Marketing, Accounting, Finance
Prerequisites:	Applicants must have an Alberta High School Diploma or equivalent, a skills appraisal, and an interview
Location(s):	St. Paul, Alberta
Certification:	1 Year Certificate or 2 Year Diploma
Remarks:	The <b>Business Administration Program</b> lays the foundation for a successful career in business. The <b>Management Studies</b> program provides practical management training to prepare the student for the realities of the business world.
Contact:	Mr. Ron Szala Management Studies Coordinator & Instructor Blue Quills First Nations College Box 279 ST. PAUL, Alberta T0A 3A0 Phone: (403) 645-4455 Ext. 179

# **GRANT MacEWAN COMMUNITY COLLEGE**

## **Management Certificate**

**Subjects:** Communications, Economics, Business Computing, Financial Math, Organizational Behaviour, Principles of Management, Marketing, Business Option, Management Accounting

**Prerequisites:** No academic credentials are required but, students must successfully complete a Skills Appraisal exam before taking the Communications course.

**Location(s):** Edmonton, Alberta. Delivered at other locations and in condensed time lines upon request.

**Certification:** After 2 to 4 years of part-time evening study, a certificate is awarded.

**Remarks:**

**Contact:** Ms. Leanna Price  
Business Outreach  
Grant MacEwan Community College  
2nd Floor, 10030 - 107 Street  
EDMONTON, Alberta  
T5J 3E4  
Phone: (403) 441-4670  
FAX: (403) 441-4893

## **Customized Business and Professional Development Courses**

**Subjects:** Secretarial Skills, Business Writing Techniques, Supervisory Skills, Negotiating Skills, Powerful Presentations, Effective Meetings, Customer Service, Board Development, Small Business Development, Proposal Writing, Communication Skills, Self Esteem Building, Dealing With Difficult People, Financial Management, Microcomputer Software Training, Team Building, (Any other business topics requested)

**Prerequisites:** No formal requirements. These seminars are specifically designed to meet the unique requirements of band managers, supervisors, support staff, administrators, and councillors.

**Location(s):** Any location.

**Certification:** Non-credit certificates granted to those who attend 80% of the class time. Courses vary in length, depending on course and participant needs.

Remarks: The seminars can be mixed and matched to create the appropriate training for individual bands.

Contact: Ms. Debra Allen  
Business Outreach  
Grant MacEwan Community College  
2nd Floor, 10030 - 107 Street  
EDMONTON, Alberta  
T5J 3E4  
Phone: (403) 441-4674  
FAX: (403) 441-4893

### **Microcomputer Accounting Certificate**

Subjects: Keyboarding, Communications, Financial Accounting, Management Accounting, Computer Accounting, Business Computing, Applications, Accounting Option, Microcomputer Applications, Microcomputer Option

Prerequisites: No academic credentials are required but, students must successfully complete a Skills Appraisal exam before taking the Communications course.

Location(s): Edmonton, Alberta. Delivered at other locations and in condensed time lines upon request.

Certification: Certificate

Remarks:

Contact: Ms. Leanna Price  
See page 38 for address and phone number.

### **Ben Calf Robe Adult Education**

Subjects: English, Native Studies, Career Development, Math, Life Skills

Prerequisites: Must be of aboriginal descent, and must be 20 years of age or older.

Location(s): Ben Calf Robe Centre, Edmonton, Alberta

Certification: After 10 months, the student achieves grade nine equivalency

Remarks: The program consists of an all native class dedicated to academic excellence and awareness of Native culture.

Contact: Ms. Mavis Averill  
Project Supervisor  
Ben Calf Robe Adult Education  
11833 - 64 Street  
EDMONTON, Alberta  
T5W 4J2  
Phone: (403) 471-2360

## **Native Women Pre-Employment Training**

**Subjects:** Native Culture, Self Development, Career Planning, Balancing Work and Personal Life, Work Experience in the Community, Job Finding

**Prerequisites:** Must be interviewed by Career Development Program staff prior to admission.

**Location(s):** Cromdale Campus, Grant MacEwan Community College, Edmonton

**Certification:** Successful completion of the course results in the receipt of a non-credit certificate

**Remarks:**

**Contact:** Ms. Donna Mae Winkvist  
Project Supervisor  
Career Development Program  
Community Education Division  
Grant MacEwan Community College  
8020 - 118 Avenue  
EDMONTON, Alberta  
T5B 0R8  
Phone: (403) 477-0200 or (403) 477-0227



# LAKELAND COLLEGE

## Business Administration

Subjects:	Communications, Operations Management, Investments, Financial Management, Small Business Management, Principles of Management, Management Information Systems, Organizational Behaviour, Business Law
Prerequisites:	Alberta/Saskatchewan High School Diploma, English 30 or 33, Gr. 12 math or equivalent. Admission is possible under the mature status admission policy.
Location(s):	Vermilion Campus, Alberta Lloydminster Campus, Saskatchewan North Campus (St. Paul, Fort Kent, Tri-Town), Alberta
Certification:	Certification of participation for attendance. Mini certification for completion of required courses totalling 1600 hours, or 2 year Diploma.
Remarks:	Courses, and the mini certificate, are transferable to the two year Diploma program. Students choose a 2nd year specialization or major in the following fields: accounting, management, computer science, appraisal and assessment or agribusiness. Courses can be adapted for Native students.
Contact:	Ms. Fran Moffat Programmer, Lakeland College St. Paul Community Learning Centre Box 2259 ST. PAUL, Alberta T0A 3A0 Phone: (403) 645-3276 FAX: (403) 645-3199



# **MASKWACHEES CULTURAL COLLEGE**

## **Cree Language Instructor Training**

**Subjects:** Oral Cree Language Development, Roman Orthography, Syllabics, Cree Linguistics, Introduction to Instruction, Practicum, Teaching of Cree Literacy, Teaching of Cree Culture Through Language, Language Acquisition in Human Development, The Development of Learning Materials, Teaching of Cree Language Through Fine Arts, The Organization of the Cree Language Program: Policies and Procedures

**Prerequisites:** Highschool Diploma or eligibility for mature student status. Oral fluency in Cree also required.

**Location(s):** Maskwachees Cultural College, Hobbema, Alberta

**Certification:** A Post-Secondary Certificate is awarded after successfully completing the ten month program

**Remarks:** This program is designed for Indian people who wish to gain employment as Cree language instructors in schools or other educational institutions.

**Contact:** Mr. Walter Lightning  
Dean, Department of Cultural Studies  
Maskwachees Cultural College  
Box 360  
HOBBEEMA, Alberta  
T0C 1N0  
Phone: (403) 585-3925  
FAX: (403) 585-2080

## **Early Childhood Development**

**Subjects:** Child Development, Interpersonal Communications, Child Development Through Play, Written and Visual Communication, Cree Language Development, St. John's First Aid and CPR, Practicum, Health Safety and Nutrition, Working with Family and Community, Guidance and Care of Young Children, Creative Programming, Fine Arts

**Prerequisites:** High school Diploma or mature student status

**Location(s):** Maskwachees Cultural College, Hobbema, Alberta

**Certification:** A Post-Secondary Certificate is granted upon successful completion of the ten month program.

Remarks: Program prepares Indian students for employment in child care centres, or for further studies.

Contact: Mr. Peter Hyde  
Dean, Department of Skills Training  
Maskwachees Cultural College  
Box 360  
HOBBERMA, Alberta  
T0C 1N0  
Phone: (403) 585-3925  
FAX: (403) 585-2080

### **Indian Band Administration Program: Certificate in Accounting**

Subjects: Cree Language, Cree Studies, English, Mathematics, Management of Money, Computer Applications, Introductory Economics, Accounting, Management Accounting, Indian Public Administration, Organizational Behaviour and Design

Prerequisites: Highschool Diploma or eligibility for mature student status

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: Post-Secondary Certificate awarded after successful completion of the two year program.

Remarks: Program introduces Indian people to the principles and practices of Accounting with emphasis on Indian band financial accounting requirements. Program leads to Professional Certification for Accountants, or to a University Degree in Business Administration.

Contact: Mr. Peter Hyde  
See previous entry for address and phone number.

### **Indian Band Administration Program: Certificate in Band Management**

Subjects: Cultural Camp with Elders, Cree Language, English, Math, Cree Studies, Economics, Management, Accounting, Training Leadership and Communication, Organizational Behaviour and Design, Introduction to Government, Management Systems, Personnel Management and Labour Relations

Prerequisites: Highschool Diploma or eligibility for mature student status.

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: A Post-Secondary Diploma

Remarks: The program is designed to introduce Indian people to the principles and practices of Band Management within a culturally appropriate framework. The program leads to a university degree in Business Management or to further college-level certification opportunities.

Contact: Mr. Peter Hyde  
See page 43 for address and phone number.

### **Indian Band Administration Program: Certificate in Computer Applications**

Subjects: Cree Language Development; Keyboarding; Office Mathematics; Accounting Theory; Computer History, Components, Theory, and Purchasing; Word Processing; Spreadsheet Management; Database Management; Bookkeeping/Accounting; Desktop Publishing; Computer Networks; Essential DOS

Prerequisites: Highschool diploma or eligibility for mature student status

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: Post-Secondary Certificate awarded after successfully completing 760 hours (8 months) of instruction.

Remarks: Program leads to employment in Band Financial Departments, small businesses, or in other financial institutions.

Contact: Mr. Peter Hyde  
See page 43 for address and phone number.

### **Indian Social Work Program**

Subjects: Introduction to Social Work; Cree Language Development; Cree Studies; Human Relationships; Social Work Methods in Communication Skills, Interviewing, and Planning and Evaluation; Human Development; Poverty, Human Service and Social Welfare; Effects of Residential Schooling on Indian Society; Counselling, A Generalist Perspective; Theoretical Perspectives; Cultural Camp With Elders; University/College Learning Strategies; Abuse Theories

Prerequisites: Highschool Diploma, or mature student status.

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: Two years

Remarks: Program prepares Indian students to continue studies at the university level

Contact: Mr. Peter Hyde  
See page 43 for address and phone number.

## Secretarial Training Program

Subjects:	<b>Level One:</b> Typing, Business Communications, Business Mathematics, Personal Development, Cree Language Development, Office procedures, Introduction to Computers, Work Practicum, Bookkeeping, Word Processing, Machine Transmission <b>Diploma Training:</b> Advanced Business Communications, Advanced Typing, Advanced Word Processing, Accounting, Shorthand, Personal Living Skills, Cree Language Development, Office Management, Computers - Spreadsheets/Database, Cree Studies
Prerequisites:	<b>Level One:</b> <b>Diploma Training:</b>
Location(s):	Maskwachees Cultural College, Hobbema, Alberta
Certification:	Successful completion of the ten month <b>Level One</b> Program results in a Post-Secondary Certificate. The ten month <b>Diploma Training</b> leads to a Post-Secondary Diploma.
Remarks:	The <b>Level One</b> Program leads to employment or to further training. Special emphasis is given to the provision of support services within a culturally appropriate framework. The <b>Diploma Training</b> Program prepares Indian people for employment in senior level secretarial or office administration positions with emphasis on the provision of support services in an Indian cultural framework.
Contact:	Mr. Peter Hyde See page 43 for address and phone number.

## Teaching Assistant for Native Schools

Subjects:	Cree Language Development, English, Cree Studies, Instructional Methodology, Practicum in Instruction, Early Childhood Development, Counselling, Instructional Materials Development, Use of A/V Equipment for Instructional Purposes
Prerequisites:	Highschool Diploma or eligibility for mature student status
Location(s):	Maskwachees Cultural College, Hobbema, Alberta
Certification:	Post-Secondary Certificate awarded upon successful completion of the ten month program.
Remarks:	The program prepares Indian people for employment in Indian schools as teaching assistants capable of working in a team relationship with the teachers.
Contact:	Mr. Peter Hyde See page 43 for address and phone number



## **University General Studies Transfer**

- Subjects:** Full time students are required to take a minimum of 8 courses over three terms per year.
- Prerequisites:** For admission to this program, students must have been accepted into a university as full students.
- Location(s):** Maskwachees Cultural College, Hobbema, Alberta
- Certification:** Diploma in General Studies awarded upon successful completion of two full years of university studies.
- Remarks:** Students can complete two full years of university degree studies through this program, and can transfer at the third year level to a university of their choice.
- Contact:** Ms. Fern Thompson  
Dean, Department of Academic Studies  
Maskwachees Cultural College  
Box 360  
HOBBEMA, Alberta  
T0C 1N0  
Phone: (403) 585-3925  
FAX: (403) 585-2080

## NECHI INSTITUTE

### Native Trainers Development

Subjects: Communications, Problem Solving, Needs Assessment and Analysis, Trainers Practicum, Facilitation Skills

Prerequisites: Must have good reading, writing, and speaking skills.

Location(s): St. Albert, Alberta

Certification: A certificate is awarded upon the completion of the program. The program consists of a 20-day workshop with four 5-day training sets.

Remarks: This program is accredited with the University of Athabasca.

Contact: Ms. Phyllis Nault  
Training Coordinator  
The Nechi Institute of Drug and Alcohol Education  
Box 3884, Postal Station D  
EDMONTON, Alberta  
T5L 4K1  
Phone: (403) 458-1884

### Organizational Development and Program Management Workshops

Subjects: Philosophy of Management, Fiscal Management Techniques, Human Resource Development, Applied Strategic Planning, Internal and External Relations

Prerequisites: The first module is a prerequisite for all other modules.

Location(s): St. Albert, Alberta

Certification: A certificate is awarded upon the completion of the program. This program consists of five 6-day workshops.

Remarks: The workshops are accredited with the University of Alaska and the University of Anchorage.

Contact: Ms. Phyllis Nault  
See previous entry for address and phone number.



# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## Contract Services

Subjects: Introduction to Microcomputers, On-reserve Small Business Development, Word Processing, Computerized Accounting, Business Communications, Meeting and Conference Skills, Other management-related courses as requested

Prerequisites: No formal requirements

Location(s): On-site  
NAIT - Main Campus - Edmonton, Alberta  
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Non-credit certificate. Duration of the courses varies depending on need.

Remarks: NAIT responds to the management and administration training needs of native bands by designing and delivering specific training programs on a contractual basis.

Contact: Mr. Percy Woods  
Manager  
NAIT Seminars and Conferences  
11762 - 106 Street  
EDMONTON, Alberta  
T5G 2R1  
Phone: (403) 471-7585  
FAX: (403) 471-8583

## IMD - Band Accountants Training Program

Subjects: Accounting, Business Math, Keyboarding, IBM PC-DOS, Lotus 1-2-3 Introduction and Intermediate, Laser Jet Printers, ACCPAC A/R & A/P, ACCPAC General Ledger, Servicing & Troubleshooting your PC, Data Ease, Budgeting and Auditing, ACCPAC Canadian Payroll, ACCPAC Inventory Control

Prerequisites: No formal requirements

Location(s): On-site  
NAIT - Main Campus - Edmonton, Alberta  
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Non-credit Continuing Education Certificate (Accounting, Business Math have credit to N.A.I.T. diploma program). The program consists of four 1-week quarters (3 days/week, every week).

Remarks: This program can also be delivered without the microcomputer component with communication and management courses replacing the microcomputer courses. Scheduling is on an as-needed basis.

Contact: Mr. Percy Woods  
See page 48 for address and phone number.

### **IMD - Basic Business Management Program**

Subjects: Communication Skills, Interpersonal Skills, Time Management & Goal Setting, Problem Solving and Decision Making, Personnel Management

Prerequisites: No formal requirements however this program is geared to Band Councillors and Administrators.

Location(s): On-site  
NAIT - Main Campus - Edmonton, Alberta  
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Basic Business Management Continuing Education Certificate is awarded after completing the five-day course.

Remarks: Scheduling is on an as-needed basis.

Contact: Mr. Percy Woods  
See page 48 for address and phone number.

### **Indian Management Development Seminar Series**

Subjects: Time Management & Goal Setting, Meeting Skills, Managing Change & Organizational Development, Management Accounting for Decision Making, Dealing With the Public, Proposal Writing, Dealing With Difficult People, Accounting for Non-accountants, Effective Public Speaking, Problem Solving and Decision Making, Budgeting, Forecasting & Long Term Planning, Negotiation Skills, Letters & Memos That Get Results

Prerequisites: No formal requirements. These seminars are directed at and designed for Band Councillors, Band Managers, and administrative support personnel.

Location(s): On-site  
NAIT - Main Campus - Edmonton, Alberta  
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Non-credit certificate after completing the one-day course.

Remarks:

Contact: Mr. Percy Woods  
See page 48 for address and phone number.

## **Managing the Development Process**

Subjects:	Management, Decision Making, Project Management, Planning, Organizations and Organizing, Working with People, Communication, Policies and Administration, The Law and Bands, Labour Law, Contract Law, Accounting, Community Development, Accountability and Control, Computer Literacy
Prerequisites:	No formal requirements. These seminars are directed at and designed for Band Councillors, Band Managers, and administrative support personnel.
Location(s):	On-site NAIT - Main Campus - Edmonton, Alberta NAIT - Westerra Campus - Stony Plain, Alberta
Certification:	Non-credit certificate awarded after 17 months (3 classroom days and 4 on-the-job consultation days per band per month).
Remarks:	
Contact:	Mr. Percy Woods See page 48 for address and phone number.

# **SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**

## **Customized Courses in Band Management**

**Subjects:** Interpersonal Communications, Train the Trainer, Accounting, Decision Making, Band Management, Office Management, Paramedic, Personnel Management, Oil and Gas Accounting, Time Management, Team Building, Customer Service

**Prerequisites:** Varies depending on the course and band needs.

**Location(s):** On the reserve

**Certification:** Successful students receive a certificate. Course duration varies depending on the course and band needs.

**Remarks:** Some of the courses are accredited. Programs can be customized upon demand for individual band needs. If any requirement for attractions industries are required, there is a process for identifying and delivering courses for the attractions segment of the tourism industry.

**Contact:** Mr. Louis Masson  
Coordinator, Customized Training Program  
Southern Alberta Institute of Technology  
1301 - 16th Avenue NW  
CALGARY, Alberta  
T2M 0L4  
Phone: (403) 284-8698

## **Human Resource Management**

**Subjects:** Train-the-Trainer, Customer Service, Managing Change, Orientation for Employees, Interpersonal Communications, Written Communications, Conflict Management, Interviewing Techniques, Time Management, Motivational Techniques, Delegation, Decision Making, Problem Solving

**Prerequisites:**

**Location(s):** on site at SAIT

**Certification:** Courses last from 1 to 5 days depending on the course. Certification is to be announced.

**Remarks:** Programs can be customized to suit particular needs.

**Contact:** Mr. Louis Masson  
Project Manager  
Business Education Department  
Southern Alberta Institute of Technology  
CALGARY, Alberta  
1301 16th Avenue N.W.  
T2M 0L4  
Phone: (403) 284-8373

# UNIVERSITY OF LETHBRIDGE

## Aboriginal Government Manager Training

Subjects:	First Level Supervisor, Middle Manager, Senior Manager, Band-Owned Corporation Chief Executive, Band Council Orientation
Prerequisites:	Basic literacy recommended
Location(s):	Lethbridge, Alberta, and Native communities in the Northwest Territories, British Columbia, Manitoba, and Ontario. The University of Lethbridge is also attempting to locate client bands in Saskatchewan and the Yukon.
Certification:	Recognition of Training Certificate is awarded upon completion. Duration of the courses is as follows: <b>First Level Supervisor:</b> 15 workshop days <b>Middle Manager:</b> 15 workshop days <b>Senior Manager:</b> 15 workshop days <b>Band-Owned Corp. Chief Executive:</b> 15 workshop days <b>Band Council Orientation:</b> 2 to 4 workshop days
Remarks:	These workshops are designed for adult Native people who occupy or wish to occupy managerial positions in aboriginal governments, band-owned corporations, or private businesses in native communities, and who do not wish to spend two to four years pursuing a management degree or certificate. Workshops should be organized by aboriginal governments or tribal councils. Funding is available, and CAMET will assist in accessing funding.
Contact:	Mr. Rick Hinton Director Centre for Aboriginal Management Education Training (CAMET) Faculty of Management The University of Lethbridge 4401 University Drive LETHBRIDGE, Alberta T1K 3M4 Phone: (403) 329-2114 or 329-2400 FAX: (403) 329-2038



## Native Entrepreneurship Training

Subjects:	Operations, Accounting, Marketing, Business Plan, Strategy, Finance
Prerequisites:	Basic literacy recommended
Location(s):	Lethbridge, Alberta, and Native communities in the Northwest Territories, British Columbia, Manitoba, and Ontario.
Certification:	Recognition of Training Certificate awarded upon completion. Duration of the courses is as follows: <b>Small Business Management (Operations and Accounting):</b> 7 weeks, full time <b>New Venture Development (Marketing, Business Plan):</b> 15 workshop days <b>Native Entrepreneurship (Strategy and Finance):</b> 15 workshop days
Remarks:	These workshops are designed for adult native people who occupy or wish to occupy managerial positions in aboriginal governments, band-owned corporations, or private businesses in native communities who do not wish to spend two to four years pursuing a management degree or certificate. Funding is available, and CAMET will assist in accessing funding.
Contact:	Mr. Rick Hinton See page 52 for address and phone number.

## Skills Training in Specific Topics

Subjects:	Organizational Design, Canadian Indian Labour Law, Economic Development Officer, Effective Communications, Negotiating Techniques, Financing Native Organizations, Conflict Resolution, Coping with Change, Media Relations, Project Management, Team Building, Native Tourism
Prerequisites:	Basic literacy recommended
Location(s):	Lethbridge, Alberta, and Native communities in the Northwest Territories, British Columbia, Manitoba, and Ontario
Certification:	Recognition of Training Certificate
Remarks:	These workshops are designed for groups of adult native people who occupy, or wish to occupy, managerial positions in aboriginal businesses in native communities. Funding is available, and CAMET will assist in accessing funding.
Contact:	Mr. Rick Hinton See page 52 for address and phone number.



## **Business Enterprises and Self-Governing Systems (BESS) Program - Bachelor of Management Degree**

**Subjects:** Raising Capital and Money, Socio-Economic Planning in Aboriginal Communities, Management in Aboriginal Communities & Organizations, Public Finance: Policy & Procedures Regarding Aboriginal Peoples, Cooperative Management Strategies of Aboriginal Peoples, Small Business Management, Native Law and Economic Development, Organization and Design of Aboriginal Business Enterprises and Economic Development Projects, Administrative Systems of Aboriginal Governments

**Prerequisites:** 2 years of Arts and Sciences, some courses required.

**Location(s):** University of Lethbridge, Lethbridge, Alberta

**Certification:** Bachelor of Management Degree awarded after successfully completing the four-year program

**Remarks:**

**Contact:** Mr. Doug Elias  
Coordinator of BESS Program  
The University of Lethbridge  
4401 University Drive  
LETHBRIDGE, Alberta  
T1K 3M4  
Phone: (403) 329-5180  
FAX: (403) 329-2038

## **Business Enterprises and Self-Governing Systems (BESS) Program - Management Certificate**

**Subjects:** Introduction to Management; Introductory Accounting; Organizational Behaviour; Personnel Management & Labour Relations; Raising Capital and Money; Public Finance Policy & Procedures Regarding Aboriginal Peoples; Management in Aboriginal Communities and Organizations; Socio-Economic Planning in Aboriginal Communities; Organization & Design of Aboriginal Business Enterprises & Economic Development Projects; Training, Leadership and Communication Skills; Development Projects; Agriculture Production Management; Small Business Management; The Economies of Indian, Inuit and Metis Peoples; Native Law and Economic Development

**Prerequisites:** Mature student status

**Location(s):** University of Lethbridge, Lethbridge, Alberta

**Certification:** Certificate in Management is awarded after successful completion of three terms (can be completed in one year)

**Remarks:**

**Contact:** Mr. Doug Elias  
See previous entry for address and phone number.

# **SASKATCHEWAN**

## **MEADOW LAKE TRIBAL COUNCIL**

### **Indian Child Care Program**

Subjects: Child Development, Interpersonal Skills, Practicum  
Prerequisites: Grade 12, GED equivalent, or mature student status  
Location(s): Wakayos Child Care Training Centre, Meadow Lake, Saskatchewan  
Certification: 1st Year - Certificate  
2nd Year - Diploma  
Remarks:

Contact: Ms. Marie McCallum, Director MLTC ICCP or  
Ms. Beverly Peel, Instructor/Consultant  
P.O. Box 1360  
MEADOW LAKE, Saskatchewan  
S0M 1V0  
Phone: (306) 236-5654  
FAX: (306) 236-6301

### **New Opportunities Project**

Subjects: Basic Literacy, Adult Education 5-10, GED Preparation,  
Academic/Employment Support and Referrals, Personal Skills  
Development, Distance Education (Highschool and University Courses,  
Technical/Vocational - Office Technology Courses), Apprenticeship  
Programming (Carpentry/Power Engineering)  
Prerequisites: Adult learner (18 years of age, minimum one year out of regular  
education system, and must meet entrance requirements of external  
educational institutions)  
Location(s): Meadow Lake Council Region  
Certification: From accredited provincial institutions  
Remarks: Operation of programming facilitated from Learning Centres and  
managed presently by on instructor/manager. Distance delivery of some  
programs.  
Contact: Ms. Glenda Wuttunee  
Clerk, New Opportunities Project  
Meadow Lake Tribal Council  
P.O. Box 1360  
MEADOW LAKE, Saskatchewan  
S0M 1V0  
Phone: (306) 236-5654  
FAX: (306) 236-6301

# **NATIONAL INDIAN FORESTRY INSTITUTE**

## **62 Week Integrated Forestry Worker Program**

Subjects: Themes of the program include measurements, logging, silviculture, economics, and multiple use subjects.

Prerequisites: Grade 12 or equivalent with a good background in mathematics and natural sciences. Forestry experience as asset but not mandatory. Applicant must be at least 17 years old and out of school for one year. Non-Academic requirements include successful completion of a St. John's First Aid Course.

Location(s): Flying Dust Reserve, Meadow Lake, Saskatchewan

Certification: Diploma program

Remarks:

Contact: Student Services  
National Indian Forestry Institute  
P.O. Box 2138  
MEADOW LAKE, Saskatchewan  
S0M 1V0  
acting director: Joseph (Butch) Babin  
Phone: (306) 236-5654  
FAX: (306) 236-6301

## **NORTEP/NORPAC**

### **Northern Teacher's Education Program Northern Professional Access College**

Subjects: A wide range of Education, Arts, and Sciences classes. Some are totally focused upon Indian culture, others include a mixture of western academic studies and traditional culture.

Prerequisites: The usual university entrance requirements. But, we do have a provision for accepting over "21" year old adults under a "mature entrance" program.

Location(s): La Ronge, Saskatchewan

Certification: A Bachelor of Education can be achieved in five years. There is also a 2-year Arts and Science Certificate.

Remarks:

Contact: Mr. Al Ducharme  
Assistant Director  
Box 500  
LA RONGE, Saskatchewan  
S0J 1L0  
Phone: (306) 425-4411  
FAX: (306) 425-4213

## **SASKATCHEWAN INDIAN FEDERATED COLLEGE - UNIVERSITY OF REGINA**

### **Bachelor of Arts; Indian Fine Arts Major**

**Subjects:** Introduction to Indian Art, Plant Material in Art, Animal Materials in Art, Graphics, Painting, Natural Media Sculpture, Man-Made Sculptural Media, American Indian Art, Early Canadian Indian Art in Transition, Indian Art in Saskatchewan

**Prerequisites:** Grade 12 or equivalent, with 65% average in required subjects. Portfolio is also required.

**Location(s):** SIFC, Regina, Saskatchewan

**Certification:** After successfully completing the three year program, students are awarded a Bachelor of Arts degree from the University of Regina

**Remarks:**

**Contact:** B. Boyer  
Head, Department of Indian Fine Arts  
Saskatchewan Indian Federated College  
118 College West  
University of Regina  
REGINA, Saskatchewan  
S4S 0A2  
Phone: (306) 584-8333 or 584-8334  
FAX: (306) 584-0955

### **Bachelor of Arts Ordinary - Cree or Ojibway Linguistics**

**Subjects:** Conversational Cree, Dakota, Nakota, Ojibway, or Dene; Cree, Dakota, Nakota, Ojibway, or Dene Grammar and Orthography; Cree Literature; Principles of Translation; Ojibway Literature in English Translation; Ojibway Syllabics and Principles of Translation; General Linguistics; The Structure of Modern English; Language Awareness; Contrastive Analysis of Indian Languages; Phonetics and Phonology

**Prerequisites:** Grade 12 or equivalent, with 65% average in required courses.

**Location(s):** SIFC, Regina, Saskatchewan



Certification: After completing the 4 year program, students receive a Bachelor of Arts diploma from the University of Regina.

Remarks:

Contact: B.D. Galloway  
Head, Department of Indian Languages,  
Literatures, and Linguistics  
Saskatchewan Indian Federated College  
118 College West  
University of Regina  
REGINA, Saskatchewan  
S4S 0A2  
Phone: (306) 584-8333 or 584-8334  
FAX: (603) 584-0955

### **Bachelor of Arts Ordinary - English**

Subjects: Matriculation Literature and Composition (Fiction Drama, and Poetry Composition); Literature and Composition; Creative Writing; Structure of Modern English; Contemporary American Indian Fiction; Canadian Literature

Prerequisites: Grade 12 or equivalent, with 65% average in required courses.

Location(s): SIFC, Regina, Saskatchewan

Certification: Upon completion of the four year program, students receive a Bachelor of Arts degree from the University of Regina.

Remarks:

Contact: B. Selinger  
Head, Department of English  
Saskatchewan Indian Federated College  
118 College West  
The University of Regina  
REGINA, Saskatchewan  
S4S 0A2  
Phone: (306) 584-8333 or 584-8334  
FAX: (306) 584-0955

### **Bachelor of Arts - Indian Studies**

Subjects: Introduction to Indian Studies, International Indigenous Issues, The Plains of Ojibway or Saulteaux, Politics and the Canadian Indian, Principles of Indian Law, Traditional Foundations of Indian Societies in Canada, Indian Culture and Personality, Urbanization and the Canadian Indian, Reserves - Their History and Development, Indian Economic History

Prerequisites: Grade 12 or equivalent with a 65% average in required courses.



Location(s): Indian Studies can be taken at either the Regina or Saskatoon campuses of SIFC.

Certification: Students may work towards a Bachelor of Arts Ordinary which is a three year program, or they may choose to obtain either a Bachelor of Arts Advanced or a Bachelor of Arts Honours, which are four year programs.

Remarks: Indian Studies seeks to preserve, transmit and interpret the cultural knowledge of the Indigenous Peoples of the Americas. Indian Studies interprets the past, clarifies contemporary thinking and anticipates the future with sensitivity and enthusiasm for the traditional values and needs of Indigenous People.

Contact: D.R. Miller  
Head, Department of Indian Studies  
Saskatchewan Indian Federated College  
118 College West  
University of Regina  
REGINA, Saskatchewan  
S4S 0A2  
Phone: (306) 584-8333 or 584-8334  
FAX: (306) 584-0955

## **Certificate in Indian Communication Arts**

Subjects: Communication Law, Photography, Interviewing Techniques, Reporting Techniques, Reporting Workshop, Role of the Media in Society, Management Marketing and Advertising, Print Media Production, Introduction to Radio and Television Production

Prerequisites: Grade 12 or equivalent with an average of 65% in required subjects. Applicants must write a 500-word essay in a topic assigned by INCA, and must attend an interview with the selection committee.

Location(s): SIFC, Regina, Saskatchewan

Certification: Successful students who complete the two year course receive a Certificate in Indian Communication Arts through the University of Regina.

Remarks: Students enrolled in the INCA program may work as journalists for existing media outlets; as information officers for Indian bands and organizations; as community reporters; or to initiate new communication media in their respective communities.

Contact: D.R. Miller  
See previous entry for address and phone number.

## **Certificate in Indian Health Studies**

**Subjects:** Introduction to Health Concepts, Health Care, and the Health Professions; Traditional Indian Medicine and Healing; Contemporary Issues in Indian Health Care Seminar

**Prerequisites:** Grade 12 or equivalent, with 65% average in required courses.

**Location(s):** SIFC, Regina, Saskatchewan

**Certification:** Course length varies depending on individual goals. Upon completion of the 1 to 2 year program, students receive a Certificate in Indian Health Studies.

**Remarks:** This pre-professional program is designed to give the individual the necessary background and skills to succeed in a professional health career program.

**Contact:** J.D. Henry  
Head, Department of Science or  
D.R. Miller  
Head, Department of Indian Health Studies  
Saskatchewan Indian Federated College  
118 College West  
University of Regina  
REGINA, Saskatchewan  
S4S 0A2  
Phone: (306) 584-8333 or 584-8334  
FAX: (306) 584-0955

## **Bachelor of Education Program (Elementary)**

**Subjects:** Communication Skills; Principles and Practices of Education; Instructional Skills and Strategies; Educational Psychology for Teachers; Teaching Elementary School Language Arts, Music, Physical Education, Reading, Science, Social Studies, Art, and Health Education

**Prerequisites:** Grade 12 or equivalent, with an average of 65% in required subjects.

**Location(s):** SIFC, Regina, Saskatchewan

Certification: Students who successfully complete the four year program receive a Bachelor of Education degree from the University of Regina.

Remarks:

Contact: L. Goulet  
Head, Faculty of Indian Education  
Saskatchewan Indian Federated College  
118 College West  
University of Regina  
REGINA, Saskatchewan  
S4S 0A2  
Phone: (306) 584-8333 or (306) 584-8334  
FAX: (306) 584-0955

## **Bachelor of Science Degree**

Subjects: **The common first year consists of the following courses:** English, Math, Indian Health Studies, Biology, or Computer Science  
In second year students begin to decide which area of the natural sciences, computer sciences, or mathematics he/she wishes to specialize.

Prerequisites: Students who complete the common first year with a 60% or better average, gain admission into the program.

Location(s): SIFC, Regina, Saskatchewan

Certification: At the end of the five-year academic program, the student should be awarded a Bachelor of Science Degree with a major in the student's chosen specific specialization.

Remarks: University science and math programs offered by SIFC have the commitment of presenting curriculum with a strong Indian perspective, as well as articulating the relevance of the natural and mathematical sciences to contemporary Indian concerns.

Contact: J.D. Henry  
Head, Department of Science  
Saskatchewan Indian Federated College  
118 College West  
University of Regina  
REGINA, Saskatchewan  
S4S 0A2  
Phone: (306) 584-8333 or 584-8334  
FAX: (306) 584-0955

## **Bachelor of Administration Degree**

Subjects:	The Principles of Indian Law, Traditional Foundations of Indian studies, General Band Administration & Principles of Band Management, Band Business Development, Band Planning, Indian Reserve Economic Planning, Negotiation, Indian Business Law, Politics & the Canadian Indian, Indian Public Administration, Planning and Control in Indian Public Organizations, Physical Resources (Subjects depend on which area of concentration is chosen: Business Administration, Public Administration or Development Administration)
Prerequisites:	Applicants must be a highschool graduate, or obtain the permission of SIFC.
Location(s):	Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.
Certification:	Upon completion of 32 classes, successful students are awarded a Bachelor of Administration Degree.
Remarks:	
Contact:	Mr. Paul Dudgeon, Head School of Business and Public Administration Saskatchewan Indian Federated College Room 118, College West Building University of Regina REGINA, Saskatchewan S2S 0A2 Phone: (306) 779-6236 FAX: (306) 584-0955

## **Diploma of Associate in Administration**

Subjects:	Introduction to Administration and Organizational Behaviour, Introduction to Financial Accounting, Marketing, Personnel Administration & Industrial Relations, Introduction to Quantitative Analysis & Operations Management, Introduction to Managerial Accounting, Managerial Finance
Prerequisites:	High school graduate or permission of SIFC.
Location(s):	Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.
Certification:	The Bachelor of Administration diploma requires sixteen classes (64 credit hours) to be taken in two years of full-time study or longer through part-time enrolment.
Remarks:	
Contact:	Mr. Paul Dudgeon, Head See previous entry for address and phone number.



## **Certificate in Administration Offered through SIFC Extension**

**Subjects:** Introduction to Administration and Organizational Behaviour, General Band Administration and Principles of Band Management, Band Business Development, Indian Public Administration, Introduction to Financial Accounting, Band Planning

**Prerequisites:** High school graduate or permission of SIFC.

**Certification:** Certificate in Administration is awarded after successfully completing four semesters.

**Location(s):** Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.

**Remarks:**

**Contact:** Mr. Paul Dudgeon, Head  
See page 63 for address and phone number.

## **Certificate in Continuing Education/Administrative Development Offered through SIFC Extension**

**Subjects:** Introduction to Administration and Organizational Behaviour, Introduction to Financial Accounting, Introduction to Microeconomics, Literature and Composition, Introduction to Computers, General Band Administration and Principles of Band Management, General Band Planning, Indian Public Administration, Band Business Development

**Prerequisites:** High school graduate or permission of SIFC

**Certification:** Certificate in Continuing Education. This certificate requires 8 classes (32 credit hours) over 2 semesters of full time study, or longer if on a part-time basis.

**Location(s):** Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.

**Remarks:** Other approved University credit classes accepted.

**Contact:** Mr. Paul Dudgeon, Head  
See page 63 for address and phone number.

## **Certificate or Bachelor of Indian Social Work**

Subjects:	Human Relations, Cultural Camp, Communication Skills in Social Work Practice, Human Growth and Behaviour, Application of Social Sciences in Social Work, Social Work Practice, Social Work Practicum, Community Work, Social Work Research
Prerequisites:	Grade 12 or equivalent, with at least 65% average in required subjects. A minimum of one year human service experience is required prior to acceptance into either the Certificate or Degree program.
Location(s):	SIFC, Saskatoon Campus, Saskatchewan Two-year certificate programs are also offered in Prince Albert Saskatchewan (by agreement with the Prince Albert District Chiefs Council), and Merritt, British Columbia (through Nicola Valley Institute of Technology)
Certification:	After two years, a Certificate in Indian Social Work is awarded. Upon successful completion of the four-year program, a degree in Indian Social Work is granted.
Remarks:	The School of Social Work places emphasis upon the acquisition of social work knowledge that is relevant from an Indian perspective, and skills which may be useful in Indian communities.
Contact:	E.W. Epp Head, School of Indian Social Work Saskatchewan Indian Federated College Box 8098 310 - 20th Street East SASKATOON, Saskatchewan S7K 0A7 Phone: (306) 931-1800 FAX: (306) 665-0175



# **SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES**

## **Business Administration**

**Subjects:** Accounting, Data Processing, Communications, Microeconomics, Introduction to Management, Mathematics of Finance, Macroeconomics, Marketing, Statistics, Organizational Behaviour, Industrial Relations, Retailing, Salesmanship, Credit and Collections, Purchasing, Taxation, Administration, Money and Banking, Commercial Law, Managerial Accounting

**Prerequisites:** Grade 12, GED 12, ABE 12, and a strong aptitude for Algebra and English.

**Location(s):** Prince Albert, Saskatchewan

**Certification:** Upon completion of the two-year program, students are awarded an accredited Diploma in Business Administration from Palliser Campus, Moose Jaw, Saskatchewan Institute of Applied Science and Technologies

**Remarks:** Seats 35 annually.

**Contact:** Mr. Walter Isbister  
Prince Albert Tribal Council  
340 - 22nd Street East  
PRINCE ALBERT, Saskatchewan  
S6V 1N4  
Phone: (306) 764-9347

## **Health Care Administration**

**Subjects:** Structure and Functions of Management, Management of Health Care Facilities, Human Resource Management, Law, Accounting, Departmental Management, Medical Staff, Planning and Construction, The Role of the Hospital in Modern Society, Factors Affecting Long Term Care, Management in Long Term Care, Alternative Community Based Long Term Care Programs, Trends and Issues in Long Term Care

**Prerequisites:** Grade 12 graduates and mature students not possessing senior matriculation will be considered for admission.

**Location(s):** Saskatoon, Saskatchewan

Certification: Certification awarded by the University of Saskatchewan, Saskatoon, Saskatchewan after completion of the ten-month program.

Remarks:

Contact: Mr. Oliver Cameron  
Saskatoon District Tribal Council  
248 3rd Avenue South  
SASKATOON, Saskatchewan  
S7K 1R9  
Phone: (306) 956-6134

## **Indian Nursing Diploma**

Subjects: Nursing, Sociology, Anatomy and Physiology, Microbiology, Physical Recreation, Nursing Perspectives, Sociological Aspects of Illness, Developmental Psychology, Pharmacology, Our Changing Society, Adolescents and Adults, Interpersonal Communications Applications, Advanced Nursing Skills

Prerequisites: Grade 12 with a 60% average with English, Biology, and one additional science (Chemistry preferred), and Mathematics. Applicants will also be considered if they have a GED 12 or ABE 12 certificate.

Location(s): North Battleford, Saskatchewan, and one semester in Saskatoon, Saskatchewan.

Certification: Saskatchewan Institute of Applied Science and Technology (SIAST) - Kelsey Campus, Saskatoon, Saskatchewan.

Remarks:

Contact: Ms. Lila Freysteinson  
Battlefords Tribal Council  
P.O. Box 1297  
NORTH BATTLEFORD, Saskatchewan  
S9A 3L8  
Phone: (306) 445-2688

## **Motor Vehicle Mechanical Repair**

Subjects: Mathematics, Industrial Communications, Physical Recreation, First Aid, Basics, Engine Principles and Design, Engine Repair Skills, Tune-Up-General, Electrical Systems, Fuel Systems, Braking Systems, Steering Systems, Manual Transmissions and Clutches, Drive Lines, Differentials, Automatic Transmissions, General Maintenance

Prerequisites: Grade 10, and age 17 or older.

Location(s): Yorkton, Saskatchewan

Certification: Certification after 36 weeks from Saskatchewan Institute of Applied Science and Technology (SIAST) - Kelsey Campus, Saskatoon, Saskatchewan.

Remarks:

Contact: Mr. Don Kondrat  
Yorkton District Tribal Administration  
P.O. Box 879  
YORKTON, Saskatchewan  
S3N 2X1  
Phone: (306) 782-3644

**Programs are also Available by Demand in the Following Areas:**

Pre-technical Vocational Preparation, ABE 5-10, Counsellor Training, Chemical Dependency Program (NNADAP), Volunteer Fire Fighter Training, Data Collectors Training

# **SASKATCHEWAN INSTITUTE OF APPLIED SCIENCE AND TECHNOLOGY (SIAS)**

## **Chemical Dependency Worker Program**

**Subjects:** Performing Administrative Functions, Using Communication Techniques, Using Counselling Skills, Mobilizing and Developing the Community, Using Research Techniques, Managing Personal and Career Development, Classifying Chemicals, Identifying Individual Chemical Components, Explaining the Effects of Chemical Abuse

**Prerequisites:** Minimum of grade 10. 17 years of age or older. Applicants should be aware that occupations in this field require a period of sobriety of about two years. Students should be dependency free for the same period of time before entering the program.

**Location(s):** Prince Albert and Meadow Lake

**Certification:** Diploma - Approximately 80 weeks  
Certificate - Approximately 52 weeks

**Remarks:** Acceptance to diploma program depends on student performance in Certificate program. Diploma program includes 22 weeks of mandatory practicums from a selected list.

**Contact:** Mr. Paul Curtiss  
Program Coordinator  
Saskatchewan Institute of Applied  
Science and Technology  
Woodland Campus  
P.O. Box 3003  
PRINCE ALBERT, Saskatchewan  
S6V 6G1  
Phone: (306) 953-7006  
FAX: (306) 953-7099

## Native Services Programs

**Subjects:** **Preparatory Courses:** Pre-Nursing, Pre-RCMP, Highschool Completion, 0 to 5 Literacy,  
**University:** Local Government Administration, Native Management Studies, Native Human Justice  
**Technical:** Forestry Technician, Business Administration Certificate, Chemical Dependency Worker

**Prerequisites:** Vary according to course.

**Location(s):** Regina, Prince Albert, Saskatoon, and other Saskatchewan locations.

**Certification:** Varies. Accreditation by University of Saskatchewan, University of Regina, or by SIAST. Most programs are 8 months

**Remarks:**

**Contact:** Ms. Maggie Dubois  
Native Services Division  
Saskatchewan Institute of Applied  
Science and Technology  
Wascana Campus  
P.O. Box 556  
REGINA, Saskatchewan  
S4P 3A3  
Phone: (306) 787-0172



# UNIVERSITY OF SASKATCHEWAN

## Aboriginal Justice and Criminology Program for Native Students (ABJAC)

Subjects:  
Prerequisites: Must apply to College of Arts and Science and ABJAC program. May be asked to complete an in-person or telephone interview.  
Location(s): University of Saskatchewan, Saskatoon, Saskatchewan  
Certification: Bachelor of Arts in Sociology  
Remarks: There is a maximum of 36 students enrolled in the program.  
Contact: Mr. Les Samuelson, Coordinator of ABJAC  
Department of Sociology  
College of Arts and Science  
University of Saskatchewan  
SASKATOON, Saskatchewan  
S7N 0W0  
Phone: (306) 966-6924  
FAX: (306) 966-6950

## Indian Teacher Education Program

Subjects: Native Studies, Cross Cultural Education, Indian and Northern Education, Reading, History, Computers in Education  
Prerequisites: University admission - Direct entry, or mature student status  
Location(s): Saskatoon, Saskatchewan  
Certification: After successful completion of the four year program, students receive a Bachelor of Education degree  
Remarks:  
Contact: Mr. Orest Murawsky  
Director, Indian Teacher Education Program  
College of Education  
University of Saskatchewan  
SASKATOON, Saskatchewan  
S7N 0W0  
Phone: (306) 244-4343



## **National Native Access Program to Nursing (NNAPN)**

**Subjects:** An orientation and screening program for nursing.

**Prerequisites:** Students must meet the minimum entrance requirements of the School of Nursing to which they apply.

**Location(s):** NNAPN is offered by the College of Nursing at the University of Saskatchewan, however, students are assisted to enter universities closer to their communities.

**Certification:** This is a 9 week program sponsored by the College of Nursing, University of Saskatchewan, and by the Saskatchewan Indian Federated College. Students gain entry to Bachelor of Science in Nursing programs or Registered Nursing Diploma programs in Canada.

**Remarks:**

**Contact:** Ms. Carol Brown, Acting Coordinator  
The National Native Access Program to Nursing (NNAPN)  
College of Nursing  
University of Saskatchewan  
A102 Health Sciences Building  
SASKATOON, Saskatchewan  
S7N 0W0  
Phone: (306) 966-6224 (collect calls are accepted)  
FAX: (306) 966-8718

# **TOUCHWOOD FILE HILLS QU'APPELLE TRIBAL COUNCIL**

## **Indian Business Management Program**

Subjects:	Accounting, Data Processing, Micro Economics, Communications, Retailing, Salesmanship, Organizational Behaviour, Commercial Law, Mathematics of Finance, Macroeconomics, Credit and Collections, Marketing, Finance, Statistics, Administration, Managerial Accounting, Small Business, Purchasing, Money and Banking, Taxation, Industrial Relations
Prerequisites:	Academic Grade 12, ABE 12, GED 12 with a strong aptitude for Algebra and English.
Location(s):	Fort Qu'Appelle, Saskatchewan
Certification:	Successful students of the two-year program, receive a Diploma in Applied Arts in Administration.
Remarks:	The program is designed to provide the student with a sound knowledge of business practices and principles enabling them to pursue careers in a wide variety of fields; to provide the knowledge and background required to enter business for oneself; to integrate Indian content into the existing program to make it more meaningful and applicable to Indian business and administrative needs; and to provide the student with a common first year of business classes that can be applied to other diploma programs offered through Paliser.
Contact:	Ms. Joan Peigan Coordinator, Indian Business Management Program TFHQ Tribal Council Box 1549 FORT QU'APPELLE, Saskatchewan S0G 1S0 Phone: (306) 332-5664 FAX: (306) 332-5597

**MANITOBA**

# ASSINIBOINE COMMUNITY COLLEGE

## Community Social Development Worker Program

Subjects:	Learning and Study Skills, Practicum, Community Resources, Interpersonal Communication, Government and the Law, Social Psychology, Community Proposals and Projects, Written Communications, Native Studies, Community Recreation, Community Development, Computer Literacy, Administrative Procedures, Community Issues, Counselling and Interviewing, Financial Control in Community Organizations, Practicum Seminar
Prerequisites:	Mature students with several years work experience. Applicants should be functioning at the Grade 10 level.
Location(s):	Brandon, Manitoba
Certification:	Successful students of the ten-month program receive a certificate.
Remarks:	Instruction focuses on assisting individuals in Native communities. The main area of employment will be found with employers who serve Native people.
Contact:	Mr. Bill Porter Chairperson, Applied Arts and Developmental Programs Assiniboine Community College 1430 Victoria Avenue East Box 935 BRANDON, Manitoba R7A 5Z9 Phone: (204) 726-6600 Toll free in Manitoba: 1-800-862-6307

# KEEWATIN COMMUNITY COLLEGE

## Band and Northern Communities Administration

Subjects:	Accounting, Community Development, Economics, Report Writing, Business Communications, Research Methods, Electronic Data Processing, Cross Cultural Issues, Mathematics, Law, Organizational Behaviour, Finance, Public Administration, Personnel Management
Prerequisites:	Mature students over 20 years of age, or those individuals with 7 highschool credits, 2 of which must be Math 100 or 101 and English 100 or 101.
Location(s):	The Pas, Manitoba
Certification:	Certificate of Attainment in Band and Northern Communities Administration awarded upon completion of 40 weeks.
Remarks:	The emphasis of this program has been directed to developing strong accounting and communication skills. Residence accommodation is available to single or married people on a first come, first serve basis.
Contact:	Mr. Warren Wain Program Instructor Band and Northern Communities Administration Keewatin Community College Box 3000 THE PAS, Manitoba R9A 1M7 Phone: (204) 623-3416

## Law Enforcement Career Preparation

Subjects:	Life Skills (100 hrs), Interpersonal Communications (50 hrs), Academic Preparation (300 hrs), Fitness Preparation (80 hrs), Computer Awareness (20 hrs), Interdisciplinary Studies (50 hrs)
Prerequisites:	Grade 10 or equivalent academic standing through an approved academic upgrading course. Acceptance to the course based on two-day selection interview coupled with academic qualifications.
Location(s):	Keewatin Community College, The Pas, Manitoba
Certification:	College Certificate



Remarks: The course is designed to enhance the possibilities of minority groups being accepted into the RCMP or other law enforcement agencies. Considerable direction and support is provided by the RCMP at both a provincial and local detachment level.

Contact: Mr. Cliff Nichols  
Chairperson, Business and Technology  
Keewatin Community College  
P.O. Box 3000  
THE PAS, Manitoba  
R9A 1M7  
Phone: (204) 623-3416

## **THE UNIVERSITY OF LETHBRIDGE**

**Aboriginal Government Manager Training**  
**Management Training Workshops**  
**Native Entrepreneurship Training**  
**Skills Training in Specific Topics**

For more information see "The University of Lethbridge" in ALBERTA.

# THE UNIVERSITY OF MANITOBA

## **Certificate in the Management of Community, Economic and Organization Development**

- Subjects:** Interpersonal and Group Skills for Managers, Community Development, First Nations Government and Government Systems, Planning, Budgeting, Accounting, Community Economic Development, Planning and Control of Capital Projects, Human Resource Development, Organization Development
- Prerequisites:** No formal requirements. Open to those in senior management positions with First Nations.
- Location(s):** Regional centres in Manitoba and Northwestern Ontario.
- Certification:** The program is organized into fifteen week-long modules over a two-year period. Participants who complete the eight required courses are granted a Certificate in the Management of Community, Economic and Organization Development by the Continuing Education Division, the University of Manitoba.
- Remarks:** The University of Manitoba offers a unique senior management development program designed for those individuals responsible for leadership within First Nations, Tribal Councils and community organizations. This management program provides intensive learning experiences in key areas of management. Courses are highly experiential and practical. They are developed out of the manager's own experience and are designed to increase a manager's understanding and skill in leading and managing in his or her organization.
- Contact:** Mr. Don Castleden, Program Coordinator  
(Ontario Program)  
Ms. Rainey Jonasson, Program Consultant  
(Manitoba Program)  
Continuing Education Division  
University of Manitoba  
WINNIPEG, Manitoba  
R3T 2N2  
Phone: (204) 474-8034 or 474-6720 or 474-8037  
Toll Free in Manitoba: 1-800-432-1960

## **Certificate in Native Language Instruction**

Subjects:	Self Awareness and Interpersonal Communications, Assessing and Identifying Community Needs, Foundations of Native Language Teaching, Long Range Planning, Principles of Language Development, Evaluation, Structure of Native Language, Opening New Doors: Development and Promotion of Innovative Community Programs
Prerequisites:	Must be employed as a Native language teacher or teacher's aide. Must be fluent in a Native language.
Location(s):	Determined in consultation with community requesting program.
Certification:	Successful completion of this 12 to 18 month program results in a Certificate in Native Language Instruction.
Remarks:	This program is co-sponsored by the Manitoba Native Education Branch and the Association for Native Languages. Other programs may be developed on request based on identified community/agency needs.
Contact:	Ms. Anne Kitchen Program Coordinator, Continuing Education Division 188 Continuing Education Complex The University of Manitoba WINNIPEG, Manitoba R3T 2N2 Phone: (204) 474-6346

## **Counselling Skills Certificate**

Subjects:	Counselling Theories, Counselling Skills, Working With Groups, Working With Families, Supervised Applied Project
Prerequisites:	Program applicants must work or volunteer in the helping field and are required to submit a completed application, a letter of intent, and a letter of support from their employer.
Location(s):	Determined in consultation with the community/agency requesting the program.
Certification:	Participants who are successful in completing the 12 to 18 month program will receive the Certificate in Counselling Skills.

Remarks: Programs other than the above may be developed on request based on identified community/agency needs.

Contact: Ms. Anne Kitchen  
See page 79 for address and phone number.

### **Special Education Teacher Assistant Certificate**

Subjects: Interpersonal Skills, Introduction to Practical Classroom Experience, Student Observation Project, Introduction to Basic Skills Development, Foundations of Teaching Methods, Resource Training, Factors that Affect Human Development, Problems and Issues in Special Education

Prerequisites: Must be employed or volunteer as K-6 teacher aides or assistants.

Location(s): Determined in consultation with community requesting the program.

Certification: Special Education Teacher Assistant Certificate granted after full completion of the 12 to 18 month program.

Remarks: This program is co-sponsored by the Manitoba Native Education Branch and the Keewatin Tribal Council. Other programs may be developed on request based on identified community/agency needs.

Contact: Ms. Anne Kitchen  
See page 79 for address and phone number.

# YELLOWQUILL COLLEGE

## Business Administration

Subjects:	Accounting, Computer Applications, Law, Marketing, Principles of Management, Economics, Business Communications, Native Studies
Prerequisites:	Students must be 18 years of age, have grade 12 education, or score grade 12 on placement test administered by the College.
Location(s):	Portage la Prairie, Manitoba
Certification:	Upon successful completion of the two-year program and the two-month practicum in a business setting, the student will receive a Business Administration Diploma specializing in Tribal/Band Community Administration.
Remarks:	The purpose of this program is to prepare skilled administrators to assume the responsibilities of band administrators, community resource workers, and band managers.
Contact:	Mrs. Doreen Beauchamp Yellowquill College P.O. Box 1599 Crescent Road West PORTAGE LA PRAIRIE, Manitoba R1N 3P1 Phone: (204) 239-1570 Fax: (204) 857-4272

## Business and Office Skills Program

Subjects:	Bookkeeping, Business Communications, Typing, Records Management, Business Math, Automated Office Machines, Topics in Management, Word Processing, Business Law, Native Studies, Computer Applications
Prerequisites:	Students must be 18 years of age, have grade 11 or equivalent, or score grade 11 on placement test administered by the College.
Location(s):	Portage la Prairie, Manitoba
Certification:	A Certificate in Clerical Office Skills is awarded upon the completion of the first year. A Diploma in Secretarial Science is earned upon the completion of the second year.



Remarks: The program prepares students to work as clerk typists, bookkeepers, payroll clerks, or executive secretaries.

Contact: Ms. Margaret Collinson  
Yellowquill College  
P.O. Box 1599  
Crescent Road West  
PORTAGE LA PRAIRIE, Manitoba  
R1N 3P1  
Phone: (204) 239-1570  
Fax: (204) 857-4272

### **Native Child Care Management Program**

Subjects: Child Development, Health Nutrition and Safety, Guiding Behaviour, Curriculum, Creative Classes, Communication Skills, Native Child Care, Critical Issues Affecting Native Families, Introduction to Management Practicum, Family Dynamics

Prerequisites: Students must be 18 years of age, have grade 12 or equivalent, and demonstrate compassion and interest in the welfare of young children.

Location(s): Portage la Prairie, Manitoba

Certification: Certification in Native Child Care upon the completion of the first year.  
Diploma in Native Child Care upon the completion of the second year.

Remarks: This program prepares students to work as Child Care Workers or directors of Day Care Centres.

Contact: Mrs. Ruth Madill  
Yellowquill College  
P.O. Box 1599  
Crescent Road West  
PORTAGE LA PRAIRIE, Manitoba  
R1N 3P1  
Phone: (204) 239-1570  
FAX: (204) 857-4272

### **Native Economic Development Program**

Subjects: Business Communications, Band Management, Computer Applications, Economic Development, Financial Administration, Native Studies, Personnel Administration

Prerequisites: Students must be 18 years of age, have grade 11 education, and demonstrate ability and interest in the areas of economic development and management.

Location(s): Portage la Prairie, Manitoba

Certification: Upon the completion of the program, participants will receive a certificate in Native Economic Development. It is a 12-month program, with 2 months set aside for summer work practicum.

Remarks: This program provides Native men and women with recognized economic development skills and knowledge, qualifying them as planners, economic officers, band managers, and finance officers.

Contact: Mr. Mark Fouad  
Economic Development Program Coordinator  
Yellowquill College  
P.O. Box 1599  
Crescent Road West  
PORTAGE LA PRAIRIE, Manitoba  
R1N 3P1  
Phone: (204) 239-1570  
Fax: (204) 857-4272

### **Social Service Administration Program**

Subjects: Managerial Communication, Financial Management, Community Planning, Group Dynamics, Computer Applications, Written Communication, Personnel Administration, Native Studies

Prerequisites: Grade 12 or equivalent. Preference is given to applicants who are employed in the Social Service field.

Location(s): Portage la Prairie, Manitoba, or on-site

Certification: Certificate in Social Service Administration upon the completion of the first year. Diploma in Social Service Administration upon the completion of the second year.

Remarks: This program is offered as a cooperative project with Assiniboine Community College of Brandon, Manitoba.

Contact: Mrs. Doreen Beauchamp  
See page 81 for address and phone number.

## **Specialized Seminars and Workshops**

**Subjects:** Decision Making, Word Processing/Application, Proposal Writing, Computer Accounting, Leadership, Public Relations for Managers, Group Dynamics, Cross Cultural Training

**Prerequisites:** Varies as to different workshops.

**Location(s):** Portage la Prairie, Manitoba, or on site.

**Certification:** A Certificate of Achievement is awarded to graduates. Duration of the course varies according to desired objectives.

**Remarks:** The above workshops are designed to meet needs of the concerned band or organization.

**Contact:** Mrs. Shirley Myran  
Yellowquill College  
P.O. Box 1599  
Crescent Road West  
PORTAGE LA PRAIRIE, Manitoba  
R1N 3P1  
Phone: (204) 239-1570  
Fax: (204) 857-4272

**ONTARIO**

## **ANIGAWNCIGIG INSTITUTE**

### **Native Economic Development and Small Business Management**

**Subjects:** Small Business Management, Native Community Economic Development, Field Placement, Cultural Awareness, Communications, Business Mathematics, Accounting, Computer Literacy, Leadership Skills

**Prerequisites:** Grade 10 or equivalent, or mature student status

**Location(s):** Peterborough, Ontario

**Certification:** A Certificate from Anigawncigig Institute is awarded upon completion of the 44-week course.

**Remarks:** These accredited courses reflect a dual goal of Native entrepreneurship and community economic development.

**Contact:** Mrs. N.G. Belfry  
Executive Director  
Anigawncigig Institute  
209-228 Charlotte Street  
PETERBOROUGH, Ontario  
K9J 2T8  
Phone: (705) 748-9874  
FAX: (705) 748-6721



## **BIG TROUT LAKE**

### **Big Trout Lake Training Program**

**Subjects:** Economic Development, Life Skills, Bookkeeping, Communications - Theory, Accounting, Business, Financial Management, Media and Native Studies, Word Processing, Computers, Native Language, Newsletter Production Writing, Modern Indian Psychology

**Prerequisites:** No formal requirements

**Location(s):** Big Trout Lake, Ontario

**Certification:** Non-credited certificate awarded to successful students who complete the 41-week certificate program.

**Remarks:** Program limited to 12 seats. This program, owned and operated by the Big Trout Lake Band, promotes the self-determination of the indigenous people of Big Trout Lake and the surrounding region in their business, community, and local government institutions through a practical program of skill development in management, administration, and related areas.

**Contact:** Ms. Josephine McKay  
Program Coordinator  
Big Trout Lake Training Program  
BIG TROUT LAKE, Ontario  
P0V 1G0  
Phone: (807) 537-2534

# **CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **Binoojiinyag Kinoomaadwin Program (Native Early Childhood Education)**

Subjects:	Communications, Personal Growth and Development, Child Growth and Development, Aboriginal Language, Native Culture, Community History, Field Practicum, Curriculum Planning, Music, Health and Nutrition, Native Family, Advanced Applications, Exceptional Child, Positive Native Parenting, Creative Expression, Infant Care
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma, or its equivalent, or mature student status
Location(s):	Sudbury, Ontario
Certification:	Upon completion of the 4-semester program, students are awarded a Binoojiinyag Kinoomaadwin Program Diploma (Native Early Childhood Education Program Diploma).
Remarks:	The Binoojiinyag Kinoomaadwin program provides the student with the opportunity to develop knowledge and skills needed to organize and maintain a safe, stimulating learning environment that ensures the total development of the young child. The social, emotional, physical, and intellectual growth of the child is examined through academic studies as well as practical experience.
Contact:	Ms. Heather Debassige Department Secretary Cambrian College - Wabnode Institute SUDBURY, Ontario P3A 3V8 Phone: (705) 566-8101 x7833

## **First Nations Land Management**

Subjects:	Native Culture and Heritage, English, Introduction to Lands Management, Comprehensive Language Skills, Self Determination for First Nations, Business and Technical Communication, Introduction to Microcomputers, Introduction to Canadian Government, Reserve Land Management and Legislation, Field Practicum, Sociology of Community Life, Land Acquisitions and Research, Contracts and Agreements, Organizational Behaviour, Land Use and Negotiating Strategies, Investment Management, Law, Valuation of Land, Introduction to Accounting and Financial Statements
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma (30 credits), or its equivalent, or mature student status (19 years of age).
Location(s):	Sudbury, Ontario

Certification:	First Nations Land Management Diploma awarded after completing the four-semester program.
Remarks:	Students will be provided the opportunity to develop knowledge and skills to administer and effectively address the challenges of successfully managing a land base. The program is specifically designed to train Land Officers and Economic Development Officers in land use, treaty research, and the development of natural resources.
Contact:	Ms. Heather Debassige See page 88 for address and phone number.

## General Arts and Science Native Skills Training

Subjects:	<b>Common First Semester:</b> English Skills, Mathematics, Micro Computers, Life Skills, Small Business <b>Options:</b> Welding, Industrial Maintenance Mechanic, Cabinet Making, Carpentry, Heavy Duty Equipment Mechanic, Masonry, Clerk Typist, Accounting Assistant, Fitter Structural Steel, Kitchen Assistant/Food Preparation, Drafting, Heating/Refrigeration, Commercial Refresher
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma, or its equivalent, or mature student status
Location(s):	Sudbury, Ontario
Certification:	After successful completion of the 2-year program, students are awarded a General Arts and Science Native Skills Training Certificate.
Remarks:	This post secondary program is designed to meet the needs of Native students who wish to acquire a marketable skills trade. It provides an appropriate program of study for students who wish to pursue a more practical post secondary education through a blend of academic and trades skills training.
Contact:	Ms. Heather Debassige See page 88 for address and phone number.

## **General Arts and Science Program - Native**

Subjects:	Study, Reading and Research Skills; Physics; Introduction to Communications; Modern Science; Mathematics; Mathematics for Science and Technology; Introduction to Canadian Native Peoples; Chemistry; Culture and Heritage; Introduction to Ojibwe Language; Contemporary Native Concerns; Self Awareness; Career Planning; Self Determination for First Nations
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma (30 credits), or its equivalent, or mature student status (19 years of age).
Location(s):	Sudbury, Ontario
Certification:	Certificate of Achievement is awarded to graduates after one year.
Remarks:	This program has been specifically designed for native students who wish to pursue a more general post-secondary education before committing themselves to a specific career path. Courses and programs are also delivered in the Distance Education format.
Contact:	Ms. Heather Debassige See page 88 for address and phone number.

## **Native Child and Family Worker Program**

Subjects:	English, Native Culture and Heritage, Canadian Native People, Interpersonal Communications, Behavioral Science, Native Child Welfare, Counselling and Interviewing, The Native Family, Contemporary Native Concerns, Recording and Observation, Violence in the Family, Development of Treatment Strategies, Ojibwe Language, Self Determination for First Nations
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma, or its equivalent, or mature student status
Location(s):	Sudbury, Ontario
Certification:	After 2.5 semesters, successful students receive a Native Child and Family Worker Program Diploma.
Remarks:	The Native Child and Family Worker Program is designed for students interested in working in the human services field. Students enrolled in the program gain insight into, and an understanding of, the Native family and Native communities, and are equipped to provide a range of services to children and/or their families.
Contact:	Ms. Heather Debassige See page 88 for address and phone number.

## **Native Community Care; Counselling and Development**

Subjects:	<b>First Year Offerings Include:</b> Personal Growth and Development, Native Culture and Heritage, Holistic Health, Behavioral Science, Substance Abuse, Native Family, Anatomy and Physiology, Communication, Counselling, Community Development, Field Practicum
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma (OSSD), or its equivalent, or mature student status (19 years of age)
Location(s):	Sudbury, Ontario
Certification:	A Native Community Care; Counselling and Development Diploma is awarded after four semesters.
Remarks:	This program is designed for persons interested in working as Community Health Representatives, NNADAP (National Native Alcohol/Drug Abuse Program) Workers, or Mental Health Workers
Contact:	Ms. Heather Debassige See page 88 for address and phone number.



# CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## Band Office Employee Training

**Subjects:** A variety of subjects specific to band office job descriptions as developed by the band office. Areas of study include Secretarial, Clerical, Bookkeeping, Personnel Skills and Skills Programs

**Prerequisites:** The 1992-1993 training represents a continuation of the training initiative from 1991-1992.

**Location(s):** Band Office, Dokis Reserve No. 9

**Certification:** A Continuing Education Certificate is awarded upon completion of the 145-day program in 1992-1993.

**Remarks:** Approval of the 1992-1993 portion of the training is pending.

**Contact:** Mr. Mark Lamontagne  
Program Consultant  
Canadore College  
School of Continuing Education  
P.O. Box 5001  
NORTH BAY, Ontario  
P1B 8K9  
Phone: (705) 474-7600 x5383

or  
Mr. Jack Restoule  
Councillor, Outreach  
Employment  
Dokis Band Office  
MONETVILLE, Ontario  
P0M 2K0  
Phone: (705) 763-2200

## Maintenance Management: Small Communities

**Subjects:** **Sample Projects Include:** Water Distribution, Quality and Treatment; Small Engines Maintenance; Heavy Equipment Maintenance; Blueprint Reading; Construction; Roads Maintenance; Maintenance Budget Preparation; Personnel Management; Government Agency Relationships

**Prerequisites:** Grade 10 Certificate and experience.

**Location(s):** **Class and Laboratory:** Commerce Court Campus, Canadore College, North Bay, Ontario  
**Field Trips and Work Placement:** Northern Ontario, Home Community

**Certification:** After successfully completing the two-year program, students receive a Post Secondary Diploma.

**Remarks:** Group is open to Aboriginal and non-Aboriginal: Usual composition is 80% Aboriginal and 20% non-Aboriginal.

Contact: Professor Robert H. Gray  
Canadore College  
P.O. Box 5001  
100 College Drive  
NORTH BAY, Ontario  
P1B 8K9  
Phone: (705) 474-7600 or 1-800-461-7340

### **Native Drug and Alcoholism Counsellor**

Subjects: Communication Skills; Teamwork/Interpersonal Relationships; Personal Growth; Ethics and Values; Counselling Skills; Methods of Effective Listening; Native Cultural, Historical, Spiritual, and Political Issues; Basic Training for Skill Development

Prerequisites: Grade 10 and/or equivalent and experience. Applicants will be pretested in comprehension, aptitude, and attitude.

Location(s): **Classroom theory and laboratory practice** - Commerce Court Campus, Canadore College, North Bay, Ontario  
Field Trips and work placement - Anywhere in Ontario and elsewhere

Certification: The program is 40 weeks long. Successful students will receive a Graduation Certificate.

Remarks: Very significant use of culturally appropriate methods of communication, ceremonies, and traditional interpersonal practices.

Contact: Professor Peter Beaucage or  
Professor Robert H. Gray  
Canadore College  
P.O. Box 5001  
100 College Drive  
NORTH BAY, Ontario  
P1B 8K9  
Phone: (705) 474-7600 x6424 or  
1-800-461-7340

### **Native Health Care Aide**

Subjects: Anatomy and Physiology, Activation Techniques, Communication Skills, Personal Care, Medical Terminology

Prerequisites: Over 19 years of age or a grade 10 graduate. Submission of health forms as required by Canadore College. Ability to read and write in the English language.

Location(s): North Bay, College Drive  
Clinical placements in area nursing homes

Certification: After the 480 hour program is completed, successful students are awarded a Health Care Aide Certificate.

Remarks:

Contact: Ms. Barbara Sauro  
Program Consultant, School of  
Continuing Education  
Canadore College  
P.O. Box 5001  
NORTH BAY, Ontario  
P1B 8K9  
Phone: (705) 474-7600 or 1-800-461-7340  
FAX: (705) 474-2384

### **Social Service Worker - Native Program**

Subjects: Communications, Economics, Interpersonal Relations, Structures of Government and Social Welfare, Introduction to Psychology, History and Philosophy of Social Work in Canada, Social Work Methods Casework, Substance Abuse, Abnormal Psychology, Sociology, Social Work Methods: Interviewing and Community Organization, Field Practice, Social Work Methods: Organization and Administration, First Aid and CPR, Clinical and Counselling Psychology, Sociology of Deviance, Social Work and the Law

Prerequisites: Applicants must possess an Ontario Secondary School Diploma at the general level, or its equivalent. Grade 12 English is preferred. Ontario residents aged 19 or over without the OSSD will be considered on the basis of their results on the college's Mature Students Test.

Location(s): College Drive Campus, North Bay, Ontario

Certification: Two year post-secondary Diploma in Applied Arts

Remarks: The Social Service Worker - Native option program will allow graduates to find work in a broad range of social service disciplines in either Native or non-Native communities.

Contact: The Registrar  
Canadore College  
P.O. Box 5001  
NORTH BAY, Ontario  
P1B 8K9  
Phone: (705) 474-7600 or 1-800-461-7340  
FAX: (705) 474-2384

## **CARLETON UNIVERSITY**

### **Diploma Program on Economic Development Management and Administration**

- Subjects:** Principles of Community Economic Development, Reading a Financial Statement, Program Management, Community Profiles, Program Administration, Economic Analysis, Business Plan, Management Techniques, Strategic Planning, Training and Development, Organizational Development, Cultural Approaches, Sources of Funding
- Prerequisites:** Designed for practitioners and community leaders.
- Location(s):** On reserves throughout Ontario and Québec
- Certification:** Still under development. The program consists of 4 sessions 1 to 2 weeks in duration, or 4 sessions 1-2 days in duration.
- Remarks:** This program is still under development to begin in 1992 so potential students should contact the University for exact details. The object of this program is to improve management and administration of economic development at the band level.
- Contact:** Mr. Simon Brascoupe  
Room C768, Loeb Building  
Department of Sociology and Anthropology  
Carleton University  
OTTAWA, Ontario  
K1S 5B6  
Phone: (613) 788-2605

## **CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

### **Band Clerk**

**Subjects:** Fundamentals of Typing, One Write System and Audits, Business Communications, Office Procedures, Legislation, Business English, Accountable Contributions, Business Mathematics, Band Council Resolutions, Band Administration (currently in revision)

**Prerequisites:** No formal requirements

**Location(s):** Home and group study

**Certification:** Certificate of completion if the student is registered with the College. Duration varies with each workshop.

**Remarks:** This is a distance education program. Confederation College is an accredited institution approved by the Ministry of Colleges and Universities.

**Contact:** Ms. Debbie Ball  
Supervisor of Distance Education  
The Confederation College of  
Applied Arts and Technology  
P.O. Box 398  
THUNDER BAY, Ontario  
P7C 4W1  
Phone: (807) 475-6346

### **Band Management**

**Subjects:** Administration, Committee Meetings, Band Council Resolutions, One Write System and Audits, Office Management, Business Communications, Band Enterprises, Accountable Contributions

**Prerequisites:** No formal requirements

**Location(s):** Home and group study

**Certification:** Certificate of completion if the student is registered with the College. Duration varies with each workshop.

**Remarks:** This is a distance education program. Confederation College is an accredited institution approved by the Ministry of Colleges and Universities.

**Contact:** Ms. Debbie Ball  
See previous entry for address and phone number.



## Diploma in Business Band Management

Subjects:	Accounting, Entrepreneurship, Mathematical Skills Development, Business Law, Communications, Sociology and Community Life, Economic Development, Committee Meetings and Minutes, Personnel Management, Bands and Native Organizations, Introduction to Computers, Government Structure and Function, Microcomputer Application, Proposals and Fund Raising, Management Psychology, Business Mathematics, Small Business, Topics in Native Management, Management
Prerequisites:	Grade twelve or mature student status
Location(s):	Thunder Bay, Ontario
Certification:	Graduates of this two-year program will receive a Post-Secondary Diploma
Remarks:	The objective of this program is to develop competent graduates who have acquired skills, knowledge and awareness applicable to management positions in the Native, non-Native or government communities. The Program is composed of subjects in basic skills, business skills, and band management skills.
Contact:	Mr. Arthur Moore Coordinator, Band Management The Confederation College of Applied Arts and Technology P.O. Box 398 THUNDER BAY, Ontario P7C 4W1 Phone: (807) 475-6424 Toll free number for residents of Ontario, Manitoba, and Saskatchewan: 1-800-465-5005 Ext. 424

## General Vocational Preparation I and II, and the Pre-Health Program

Subjects:	<b>General Vocational Preparation I:</b> Language Development, Mathematical Skill Development, Life Skills, Science, Study Skills, Effective Reading, Native Literature, Native Contemporary Issues ( <b>The Pre-Health Program</b> also includes Chemistry and Biology) <b>General Vocational Preparation II:</b> Contemporary Social Issues Facing Native People; Science; Conversational Ojibway, Cree, or Oji-Cree; Native Literature; Language Development; Mathematical Skill Development; Study Skills, Effective Reading
Prerequisites:	<b>General Vocational Preparation I:</b> Ontario Secondary School Diploma with subjects completed at or above General Level, or mature student status. <b>General Vocational Preparation II:</b> Grade 10 education or equivalent.

Location(s): **General Vocational Preparation I:** Thunder Bay, Ontario  
**General Vocational Preparation II:** Home community through distance education methodology.

Certification: Graduates of these one year programs receive a certificate

Remarks: **General Vocational Preparation I:** The primary focus of the program is the education of the whole person, either as a prelude to specific career entry, or for its own value in personal development. Courses have been designed to provide students who may not be personally or academically prepared to meet the expectations of a College program.  
**General Vocational Preparation II:** The program will either reduce the length of time native students must be away from home to study, or provide the qualifications and background needed to pursue further education.

Contact: **G.V.P. I**  
 Ms. Shirley Stevens  
 Coordinator  
 The Confederation College of  
 Applied Arts and Technology  
 P.O. Box 398  
 THUNDER BAY, Ontario  
 P7C 4W1  
 Phone: (807) 475-6256 or  
 1-800-465-5005 x256

**G.V.P. II**  
 Ms. Debbie Ball  
 See page 96 for address and phone number.

## **Native Family Worker**

Subjects: Helping Others, Native Family and Parenting Skills, Basic Communications, Orientation to Agencies, Native Culture and Community, Health Care, Driver Education, First Aid, Life Skills, Act Policies and Procedures, Prevention, Crisis Intervention, Native Child Welfare, Principles of Psychology for Native Family Workers, Dealing with the Chemically Dependent Client, Human Sexuality, Dealing with Special Needs, Family Violence/Child Abuse, Developmental Psychology

Prerequisites: Ontario Secondary School Diploma subjects must be completed at or above the general level. Students may also be admitted as mature students.

Location(s): Thunder Bay, Ontario

Certification: Graduates of this three-year program will receive a Post-Secondary Diploma.

Remarks:

Contact: Frances Mehagan  
Confederation College of Applied  
Arts and Technology  
P.O. Box 398  
THUNDER BAY, Ontario  
P7C 4W1  
Phone: (807) 475-6106 or  
1-800-465-5005 for Ontario, Manitoba, and Saskatchewan residents.

### **Native Mental Health Worker**

Subjects: Therapeutic Process Skills, Communication Skills, Suicide and Crisis Interventions, Family Violence and Child Abuse, Mental Health Disorders, Substance Abuse, Medication Awareness and Applied Emergency Measures, Community Development, Introduction to Social Psychology, Native Family Studies for Native Mental Health Workers, Administration and Supervision, Practicum

Prerequisites: Ontario Secondary School Diploma with subjects completed above the General Level, or mature student status.

Location(s): Thunder Bay, Ontario

Certification: Graduates of this two-year program will receive a post-secondary certificate.

Remarks:

Contact: Frances Trowsse  
Confederation College of  
Applied Arts and Technology  
P.O. Box 398  
THUNDER BAY, Ontario  
P7C 4W1  
Phone: (807) 475-6304

# FIRST NATIONS TECHNICAL INSTITUTE

## Aerospace Technology

**Subjects:** Flight Training: Private, Commercial, Multi-engine and Instrument Standards; Math; Physics; Communications; Computers; First Aid; Survival; Drafting; Machine Welding; Electrical; Avionics; Sheet Metal; Aircraft Maintenance

**Prerequisites:** Ontario grade 12 including math and science or equivalent, or mature student status.

**Location(s):** Mohawk Airport, Deseronto, Ontario (on Tyendinaga Territory)

**Certification:** Successful students receive part of their certification from Loyalist College of Applied Arts and Technology, and part from Transport Canada. The regular program lasts two years, and the advanced flight training is an extra six months.

**Remarks:**

**Contact:** Mr. Ron Mason  
First Nations Technical Institute  
R.R. #1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-3100  
FAX: (613) 396-2761

## First Nations Social Service Administrator Native Child and Family Service Worker

**Subjects:** Counselling, Social Service Delivery Systems, Sociology, Psychology, Legislation, Community/Organization Development, Group Process, Program Planning, Communication, Human Relations (All taught with Native focus and traditional teachings by Elders)

**Prerequisites:** Grade 12, or mature student status (19 or over, and out of school for 1 year); Working for a First Nation Organization or Chief and Council (employee).

**Location(s):** Each year, four week-long training sessions are organized out of the FNTI office. They are held in various locations across Ontario, as determined by staff and participants.

**Certification:** Provincially recognized - Social Service Worker Diploma in partnership with Loyalist College of Applied Arts and Technology.



Remarks: Programs based on democratic, adult education principles; student input and self-direction in learning expected and encouraged.

Contact: Ms. Stacey Maracle-Quigley  
First Nations Social Services Administrators or  
Ms. Heather Green  
Native Child and Family Service Worker  
First Nations Technical Institute  
R.R. #1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-2122 or 1-800-267-0637  
FAX: (613) 396-2761

### **Home Support Worker (Homemaker) - Level II or III**

Subjects: Nutrition, Gerontology, Home Safety, CPR, Disabilities, Disease, Home Repairs, Communication, Legislation  
Prerequisites: Employed homemakers from First Nations Territories with at least three months of on-the-job training.  
Location(s): Various locations across Ontario, in Territories, and regionally based on the number of participants available in any one location.  
Certification: Home Support Level II Certificate in partnership with Loyalist College of Applied Arts and Technology.

Remarks: Delivery is through contracts with First Nations Organizations or Agencies that require this training and are prepared to support extra costs through contribution agreement with FNTI.

Contact: Ms. Stacey Maracle-Quigley or  
Ms. Janet Sandy  
First Nations Technical Institute  
R.R. #1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-2122  
FAX: (613) 396-2761

### **Native Literacy - Certificate Program**

Subjects: Adult Learning, Adult Basic Education, Counselling, Communication, Sociology/Psychology, Program Planning, Human Relations, Group Process  
Prerequisites: Employed as a Native Literacy Coordinator; belong to Ontario Native Literacy Coalition



Location(s): Various locations across Ontario, in Territories, and regionally depending on number of participants available in any one location.

Certification: Certificate in Native Literacy (12 Courses)

Remarks: Advanced standing given to graduates to obtain Social Service Worker Diploma through FNTI/Loyalist College partnership.

Contact: Ms. Diane Hill-Miller  
Tribal Sovereignty Associated  
P.O. Box 4066, Station C  
LONDON, Ontario  
N5W 5G9  
Phone: (519) 659-7518  
FAX: (519) 455-0374

## **Office Automation**

Subjects: Basics of Accounting, Communications, Job Search, Resume Writing, WordPerfect 5.1, Lotus 1-2-3, Ventura, ACCPAC Bedford, Paymate Plus, DOS, Typing

Prerequisites: Completion of grade 12 is recommended.

Location(s): Deseronto, Ontario (Tyendinaga Reserve) or on-site.

Certification: Each person will receive a certificate upon completion of the program.

Remarks: This program is designed to meet the needs of Native adults seeking employment in today's computerized office environment.

Contact: Mr. Bruce D. Wright, C.A.  
First Nations Technical Institute  
R.R. #1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-2122 or 1-800-267-0637  
FAX: (613) 396-2761

## **Recreational Leadership**

Subjects: Adult Learning, Counselling, Program Planning, Community Development, Human Relations, Holistic Health, Physiology, Sociology, Psychology

Prerequisites: Grade 12, or mature student status as determined by Conestoga College in Kitchener, Ontario.

Location(s): Offered regionally in Ontario.

Certification: Recreational Leadership Diploma in partnership with Conestoga College.

Remarks: Program based on democratic, adult education principles; participant self-direction and learning contracts expected.

Contact: Mr. Don Groff  
First Nations Technical Institute  
R.R. #1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-2122 or (519) 893-3595  
FAX: (613) 396-2761

## **Small Business Management**

Subjects: Prior Learning Assessment, Communications, Accounting, Small Business Management, Business Mathematics, Marketing, Introduction to Microcomputers, Organizational Behaviour, Business in Society, Business Law, Computerized Spreadsheet and Accounting, Retailing, Planning and Control, Economics, Sales and Salesmanship

Prerequisites: Completion of grade 12, or qualification as a mature student.

Location(s): Various (minimum of 10 students required)

Certification: Upon successful completion, students receive a two-year diploma from a College of Applied Arts and Technology.

Remarks: This program is designed to assist Native small business owner/managers operating inside and outside First Nations communities.

Contact: Mr. Bruce D. Wright, C.A.  
First Nations Technical Institute  
R.R. # 1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-2122 or 1-800-267-0637  
FAX: (613) 396-2761

## Using Personal Computers

### Introduction to MS-DOS

**Subjects:** **Introduction to Microcomputers:** Terms and Concepts used in Personal Computing; Information Storage and Processing; Using the Keyboard and Diskettes; Working with Files and Filenames; Fundamental DOS Commands; Knowledge of how Application Software is Used in Business; Introduction to WordPerfect, Lotus 1-2-3, dBase IV, and others  
**Introduction to MS-DOS:** How to Load DOS into a Computer; Fundamentals of Filenames and Designating Drives; Fundamental DOS Commands for Preparing Diskettes, Copying Files, Changing and Erasing Files; Redirecting Output to Printers, Disk Files, and Other Devices; Building Directory Trees; Writing and Executing Batch Files

**Prerequisites:** None

**Location(s):** Deseronto, Ontario (Tyendinaga Reserve). On-site training available on request.

**Certification:** Both courses are one day in length. Each student will receive a certificate upon completion.

**Remarks:** These courses are designed for those who have little or no experience with personal computers, yet who need to prepare themselves for using computer applications.

**Contact:** Ms. Karen Brant  
First Nations Technical Institute  
R.R. #1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-2122 or 1-800-267-0637  
FAX: (613) 396-2761

## Introduction to WordPerfect 5.1

### Intermediate WordPerfect 5.1

**Subjects:** Date/Outline Function; Text In/Out Function; Constructing Keyboard Macros; Merge and Sort Documents; Merging from the Keyboard; Working with Columns and Tables; Working with Math Columns; Create/Generate a Table of Contents/Index; Create Style Sheets

**Prerequisites:** For **Introduction to WordPerfect 5.1** there are no formal requirements. The introductory course is recommended for **Intermediate WordPerfect 5.1**.

**Location(s):** Deseronto, Ontario (Tyendinaga Reserve). On-site training is available on request.

**Certification:** Each course is three days long. A certificate of completion is awarded upon completion of both courses.

Remarks: **Introduction to WordPerfect 5.1** is designed for those with or without prior computer experience. **Intermediate WordPerfect 5.1** is designed for participants who have had the introductory course, or who already have significant experience with WordPerfect's basic features.

Contact: Ms. Tina Brant  
First Nations Technical Institute  
R.R. #1  
DESERONTO, Ontario  
K0K 1X0  
Phone: (613) 396-2122 or 1-800-267-0637  
FAX: (613) 396-2761

### **Introduction to Lotus 1-2-3 (2.2)** **Intermediate Lotus 1-2-3 (2.2)**

Subjects: **Introduction to Lotus:** Functions of the "Special" Keys, Understanding the Concept of Electronic Spreadsheets, Enter Numerical Data and Labels in Spreadsheets, Construct Mathematical Formulas for Calculating, The Lotus Command Structure, Developing Lotus Templates, Graphs  
**Intermediate Lotus:** Advanced Lotus Commands and Functions, Introduction to Macros

Prerequisites: There are no prerequisites for **Introduction to Lotus**. The introductory course is recommended for **Intermediate Lotus**.

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.

Certification: Each student will receive a certificate upon completion.

Remarks: **Introduction to Lotus** is a three-day course designed for those with or without prior computer experience. **Intermediate Lotus** is a two-day course designed for participants who have had the introductory course, or who already have significant experience with Lotus 1-2-3's basic features.

Contact: Ms. Karen Brant  
See page 104 for address and phone number.

## **Introduction to DBase III+**

## **Introduction to DBase IV**

Subjects:	What is a Database, Designing a Database, Creating a Database, Using and Modifying the Database, Retrieving and Organizing the Database, Creating and Using Simple Reports
Prerequisites:	None
Location(s):	Deseronto, Ontario (Tyendinaga Reserve). On-site training available on request.
Certification:	For each of the three-day courses, students receive a certificate upon completion.
Remarks:	These courses are designed for those with or without prior computer experience.
Contact:	Ms. Karen Brant See page 104 for address and phone number.

## **Introduction to Ventura Desk Top Publishing**

Subjects:	Merge Text and Graphics into Single Document; Gaining full Typographic Control Over the Text Elements; Control Over Pagination, Footers, and Captions; Automatic Generation of Tables of Contents and Indexes; Personal Publishing Aspects: Page-layout, formatting, Word Processing, Drawing
Prerequisites:	None
Location(s):	Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.
Certification:	Each student will receive a certificate upon completion of the three-day course.
Remarks:	This course is designed for those with or without prior computer experience.
Contact:	Ms. Karen Brant See page 104 for address and phone number.

## **Basics of Accounting**

Subjects:	What is a Debt/Credit; The Mechanics of Double-Entry Accounting; The Journals; Bank Reconcillations; Posting and Balancing the General Ledger; Preparation of Trial Balance and Financial Statements
Prerequisites:	None
Location(s):	Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.



Certification: Each student will receive a certificate upon completion of the three-day program.

Remarks: This course is designed for people with little or no previous accounting background.

Contact: Mr. Bruce D. Wright, C.A.  
See page 103 for address and phone number.

**ACCPAC Bedford**  
**ACCPAC Plus General Ledger**  
**ACCPAC Plus Canadian Payroll**

Subjects: **Bedford:** General Ledger, Accounts Receivable/Payable, Payroll, Inventory/Job Costing, Period End Procedures  
**Plus General Ledger:** Setting up and Maintaining a Computerized Accounting System, Completing the Accounting Cycle, Making Backups and Checking Data Integrity, Financial Statement Design, Other ACCPAC Features  
**Plus Canadian Payroll:** Setting up and Maintaining a Computerized Payroll System, Completing the Payroll Cycle, Making Backups and Checking Data Integrity, Government Remittances, Preparation of T4's and ROE's

Prerequisites: **Basics of Accounting** recommended.

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.

Certification: A certificate is awarded to students upon completion of each three-day course.

Remarks: These courses are designed for users with prior bookkeeping experience, but little or no computer experience.

Contact: Mr. Bruce D. Wright  
See page 103 for address and phone number.

**Band Membership System**  
**Post Secondary Information System**  
**Post Secondary Accounting System**

Subjects:	<p><b>Band Membership:</b> Tracking Status Band Members, Listing Members by Name or Number, Listing by Age, Listing of Males or Females, Listing of Members not Living on the Reserve, Other BMS Features</p> <p><b>Post Secondary Information:</b> Tracking Native Post Secondary Students in the Post Secondary Assistance Program</p> <p><b>Post Secondary Accounting:</b> Assist with the Financial Management of your Post-Secondary Funds. Works in Conjunction with Post Secondary Information System</p>
Prerequisites:	For the first two courses, there are no prerequisites. It is recommended that those taking <b>Post Secondary Accounting System</b> first complete <b>Post Secondary Information System</b> .
Location(s):	Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.
Certification:	Each student will receive a certificate upon completion of each two-day course.
Remarks:	<p><b>Band Membership:</b> This course is designed for bands who want to keep track of status band members. As bands become more and more responsible for handling their affairs, a system for storing and retrieving members, and groups of members, becomes more important.</p> <p><b>Post Secondary Information:</b> This course is designed for bands who want to keep track of their students in the Post Secondary Assistance Program.</p> <p><b>Post Secondary Accounting:</b> This course is designed for bands who need help with the financial management of their Post Secondary funds.</p>
Contact:	<p><b>Band Membership System</b> Mr. Raymond Madahbee</p> <p><b>Post Secondary Information System and Post Secondary Accounting System</b> Ms. Pam Maracle First Nations Technical Institute R.R. #1 DESERONTO, Ontario K0K 1X0 Phone: (613) 396-2122 or 1-800-267-0637 FAX: (613) 396-2761</p>

## KEYNORTH

### KeyNorth Office Services and Training (For Women)

Subjects: Computer Training for Office Work, English, Lifeskills  
Prerequisites: Ontario grade 10 or equivalent  
Location(s): Sudbury, Ontario with work placements in town and surrounding area.  
Certification: Certificate of completion awarded upon completion of the 10-month program

Remarks: Students develop business, personal and interpersonal skills, knowledge, and attitudes essential for direct entry and successful participation as an office clerk/junior operator in the working world.

Contact: KeyNorth  
111 Elm Street  
SUDBURY, Ontario  
P3C 1T3  
Phone: (705) 674-1074  
FAX: (705) 671-6227

# LAKEHEAD UNIVERSITY

## Native Access Program

Subjects:	English, Math, Study Skills/Logical Reading, 2 B.A. Credit Introductory Courses (Students choose two courses that are geared to interests for future educational goals.
Prerequisites:	Students currently registered in the Native Access Program range from ages 23 to 43. Their educational levels vary. A majority have not completed highschool, but are older adults with children.
Location(s):	Thunder Bay, Ontario
Certification:	After one year, students are granted entry to University with two credits towards degree.
Remarks:	This program is designed to introduce the students into the University setting, this includes tours to the library, computer centres, bookstore, accounts office, student services, or any other area of interest.
Contact:	Ms. Meladina Hardy Coordinator, Native Access Program Lakehead University THUNDER BAY, Ontario P7B 5E1 Phone: (807) 343-8902 FAX: (807) 343-8023

## Native Nurses Entry Program

Subjects:	English, Chemistry, Study Skills, Logical Reasoning, Mathematics, Biology, Communications, Professional Orientation
Prerequisites:	Mature or extraordinary students. Health care workers (Community Health Representatives and RNA's) who have successfully completed a minimum of Ontario grade 10. Individuals who have completed at least one year of study at the community college level in child care, community work, or related field.
Location(s):	Lakehead University, Thunder Bay, Ontario
Certification:	Upon successful completion of the nine-month program, the student will enter the Honours Bachelor of Science in Nursing Degree program at Lakehead University.

Remarks:

The Native Nurses Entry Program is a preparatory program designed to provide the necessary skills and academic preparation required for successful completion of the four year nursing program.

Contact:

School of Nursing  
Native Nurses Entry Program  
Lakehead University  
THUNDER BAY, Ontario  
P7B 5E1  
Phone: (807) 343-8446  
FAX: (807) 343-8023



# **LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **Administrative-Office Automation**

**Subjects:** Office Technology and Equipment, Office Needs Analysis, Management of Technology Changes in the Office, Hands on Computer and Software Training, DOS, Wordperfect 5.1 Introduction, Lotus 1-2-3, Accounting Software

**Prerequisites:** Operating a small business, or considering instruction of office technology.

**Location(s):** On reserve for four weeks of theory  
On campus for six weeks computer practical

**Certification:** Certificate awarded to those that successfully complete the 10-week part-time program.

**Remarks:**

**Contact:** Mr. Peter Coate  
Director, Southwest Enterprise Centre  
265 N. Front Street  
SARNIA, Ontario  
N7T 7X1  
Phone: (519) 542-7751  
FAX: (519) 332-6583

## **Administrative/Management Skills Certificate Program**

**Subjects:** Numeracy, Literacy, Computer Basics, Communications, Management/Interpersonal skills

**Prerequisites:** 18 years of age. Must be a member of an Indian Band. Grade 12 Secondary School. Performing duties of manager, supervisor within band administration.

**Location(s):** On-site at band administration.

**Certification:** Administration/Management Skills Certificate awarded upon completion of the 11-month part-time program.

**Remarks:** Course available upon request.

**Contact:** Mr. Peter Coate  
See previous entry for address and phone number.

## **Band Management**

Subjects: **The following topics are covered in Band Management I, II and IV:**  
Indian Act, Federal/Provincial Acts, Basic Office Procedures, Band Administration, Band Responsibilities for Councillors, Chiefs, and Committees

Prerequisites: Must be member of an Indian band, preferably living on a reserve.

Location(s): Sarnia, Ontario

Certification: Band Management Certificate awarded upon completion. Course duration is as follows:  
**Band Management I:** 12 weeks  
**Band Management II:** 12 weeks  
**Band Management IV:** 36 weeks

Remarks: Courses are offered to bands upon request.

Contact: Mr. John L. VerBeem  
Manager, Contract Services  
Lambton College - Riverside Campus  
265 N. Front Street  
SARNIA, Ontario  
N7T 7X1  
Phone: (519) 542-7751 Ext. 403  
FAX: (519) 332-6583

## **Bookkeeping for Small Business**

Subjects: Manual Bookkeeping, Accounts Payable/Receivable, Month End statements, General Ledger, Bank Reconciliation

Prerequisites: Operating a small business, wanting to develop knowledge of bookkeeping.

Location(s): On/off reserve. On-site visits to participant's business

Certification: Certificate awarded to those who successfully complete the program. The program runs for 10 weeks with three hours of classes/week.

Remarks:

Contact: Mr. Peter Coate  
See page 112 for address and phone number.

## **Entrepreneurial Training**

Subjects: Small Business Environment, Self-Employment Option, Start-Up, The Business Plan: Marketing, Organization, Operations, Financial Planning

Prerequisites: 18 years of age, Grade 12 preferred, interest in pursuing business ownership or career

Location(s): On-reserve preferred  
Certification: Certificate awarded to those who successfully complete the 16 to 20-week program.

Remarks: Lambton College offers courses to bands in Lambton County upon request.

Contact: Mr. Peter Coate  
See page 112 for address and phone number.

### **Home Based Business**

Subjects: Small Business Planning, Business Plan, Home Environment, Marketing, Finance  
Prerequisites: Viable business idea with desire to work from home.  
Location(s): On/off reserve  
Certification: Certificate awarded to those who successfully complete the program. The course runs for ten weeks for 3 hours/week and two full day Saturday workshops.

Remarks:

Contact: Mr. Peter Coate  
See page 112 for address and phone number.

### **Native Economic Development and Small Business Management**

Subjects: Leadership, Community Economic Development, Communications, Computer Applications, Small Business Management, Accounting  
Prerequisites: 18 years of age, grade 12 preferred  
Location(s): On or off reserve  
Certification: A certificate is awarded to those who successfully complete the 11-month program.

Remarks: Lambton College offers courses to bands in Lambton County upon request.

Contact: Mr. Peter Coate  
See page 112 for address and phone number.

## **Native Entrepreneur Training**

Subjects: Cash Flow, Inventory Control, Human Resource Management, Advertising, Other topics as required.

Prerequisites: 18 years of age. Must be a member of an Indian Reserve. Must own and/or operate a business.

Location(s): On Reserve.

Certification: Certificate awarded to those who successfully complete the program. Program length is flexible to the needs of the participants.

Remarks: Course curriculum is decided by a survey of business owners.

Contact: Mr. Peter Coate  
See page 112 for address and phone number.

## **Retail Sales Management**

Subjects: Life Skills, Accounting Basics, Self Assessment, Job Search Techniques, Writing Skills, Retail Sales, Management Skills

Prerequisites: 18 years of age and grade 12 preferred.

Location(s): On/off reserve

Certification: Certificate awarded to those who successfully complete the twenty-week program.

Remarks:

Contact: Mr. Peter Coate  
See page 112 for address and phone number.

# **THE UNIVERSITY OF LETHBRIDGE**

## **Management Training Workshops**

For more information see "The University of Lethbridge" in ALBERTA.

# **MCMASTER UNIVERSITY**

## **Community Development: Processes and Products**

**Subjects:** Understanding Terms Fundamental to Community Development Work;  
Understanding Place of People in Community Development Work;  
Understanding the Role of the Community Development Worker;  
Examples of Successful Community Development Programs; Community  
Development Planning; Community Development Action

**Prerequisites:** No formal requirements

**Location(s):** To be set upon request.

**Certification:** No formal certification. The course lasts five days.

**Remarks:** This seminar is available upon request to educate band leaders and  
administrative officers on the processes and usefulness of community  
development.

**Contact:** Dr. Luke Chan  
Associate Dean, External Relations  
McMaster University  
HAMILTON, Ontario  
L8S 4M4  
Phone: (416) 525-9140 Ext. 4636

## **Developing Community Strategies**

**Subjects:** Understanding Terms Fundamental to Developing Community Strategies,  
Resource Profile: Assessment of Community Strengths and Weaknesses,  
The Search for Opportunity, Evaluating Community Plans, Implementing  
Community Strategies

**Prerequisites:** No formal requirements

**Location(s):** To be set upon request

**Certification:** No formal certification for the five-day course.

**Remarks:** This seminar is available upon request to educate band leaders and  
administrative officers on the processes and usefulness of community  
development.

**Contact:** Dr. Luke Chan  
See previous entry for address and phone number.



# MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## Native Community Care: Counselling and Development

Subjects:	Personal Growth and Development, Communication, Native Studies, Behavioral Science, Community Care, Substance Abuse and Mental Health
Prerequisites:	Grade 12 General or mature student test. Grade 12 environmental science and English are suggested.
Location(s):	Brand-Elgin Campus of Mohawk College in Brantford, Ontario
Certification:	Diploma awarded after completing the two-year program.
Remarks:	The program is designed to meet the needs of First Nations people working in the human social service worker areas both on and off Indian reserves.
Contact:	Mr. Ralph Scharf Dean, Brant-Elgin Campus Mohawk College 411 Elgin Street BRANTFORD, Ontario N3T 5V2 Phone: (519) 758-6006 FAX: (519) 758-6043

## NOKEE KWE ADULT EDUCATION CENTRE

### New Beginnings

Subjects:	<b>Upgrading:</b> Grade 12 Math and English; Career Development, Native Family; Native Studies; Computer Training; Health and First Aid Training
Prerequisites:	Applicants are selected through interview
Location(s):	London, Ontario
Certification:	Upon completion of 20 weeks in class, and a six-week work placement, students receive a transcript from Fanshawe Community College and a Nokee Kwe Certificate.
Remarks:	
Contact:	Ms. Gail Doxtator Program Coordinator 388 Dundas Street, Suite 120 LONDON, Ontario N6B 1V7 Phone: (519) 667-7088 FAX: (519) 667-4872

## NORTHERN COLLEGE

### Native Core Program

Subjects: Basic Communication and Leadership Skills; Canadian Government and the Law; Introduction to Community Development; Introduction to Health Awareness; Native Studies; Keyboarding; College Orientation

Prerequisites: Ontario General Secondary School Diploma, equivalent or, mature student status.

Location(s): South Porcupine (Timmins), Ontario

Certification: One year certificate

Remarks: The objective of this program is to provide confidence to Native students for continuing studies.

Contact: Liaison and Admissions Officer  
Northern College  
Porcupine Campus  
P.O. Box 2002  
SOUTH PORCUPINE, Ontario  
PON 1H0  
Phone: (705) 235-3211 or 1-800-461-2167  
FAX: (705) 235-7279

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## Native Resource Technician Program

Subjects:	Wide variety of Natural Resources and support subjects concentrating on Forestry, Biology, Integrated Resource Management, Communications with reference to native examples and traditional ways of utilizing and caring for the natural environment.
Prerequisites:	Ontario grade 12 graduation diploma with Technical Mathematics or equivalent from another province. Students must be of native ancestry and require a qualified employer-sponsor who does practical skills training, provides field work experience 2 days/week and ideally who also provides related summer employment.
Location(s):	Any location served by Contact North Distance Education network in N. Ontario or other teleconference sites employing a telewriter.
Certification:	The course is three years of approximately 27 weeks.
Remarks:	
Contact:	Dr. W.H. Robbins Dean, School of Sciences and Natural Resources Sault College of Applied Arts and Technology 443 Northern Avenue P.O. Box 60 SAULT STE. MARIE, Ontario P6A 5L3 Phone: (705) 759-6774 FAX: (705) 759-1319

## **TRENT UNIVERSITY**

### **Degree Program in Native Management and Economic Development**

Subjects:	15 courses are required, with a minimum of 6 in Native Studies and 4 in Administrative Studies.
Prerequisites:	Equivalent of Ontario Grade 12 or a mature student.
Location(s):	Peterborough, Ontario
Certification:	Bachelor of Arts degree with a major in Native Studies and an emphasis in Native Management and Economic Development Studies. It is awarded upon completion of the three-year program.
Remarks:	This program has been designed to prepare students to return to work within aboriginal communities or organizations. The emphasis of the program will be on planning and managerial skills.
Contact:	Mr. Peter Kulchyski, Chair Department of Native Studies Native Management and Economic Development Program Trent University PETERBOROUGH, Ontario K9J 7B8 Phone: (705) 748-1310

### **Diploma Program in Native Management and Economic Development**

Subjects:	Fundamentals of Accounting, Introduction to Marketing, Management in Aboriginal Organizations, Entrepreneurship, Native Economic Development, Canadian Small Business
Prerequisites:	Equivalent of Ontario Grade 12 or a mature student
Location(s):	Peterborough, Ontario
Certification:	Diploma upon completion of 8 to 8 1/2 courses, 7 which are university credit courses. The program takes two years to complete.
Remarks:	This program has been designed to prepare students to return to work within aboriginal communities or organizations. The emphasis of the program will be on planning and managerial skills.
Contact:	Mr. Peter Kulchyski See previous entry for address and phone number.

## **Honours Degree Program in Administrative Studies**

Subjects:	Introductory Economic Analysis; Native Economic Development; Introduction to Management in Native Organizations; Entrepreneurship and Canadian Small Business; Accounting; Microeconomic Theory; Macroeconomic Theory; Managerial Planning and Control; Administration and Policy; Native Community Development; Strategic Management
Prerequisites:	70% at end of first year of study
Location(s):	Peterborough, Ontario
Certification:	Honours Bachelor of Administration Studies (Native Management and Economic Development Studies Emphasis) awarded upon completion of the four-year program.
Remarks:	The program has been designed to prepare students to return to work within aboriginal communities or organizations. The emphasis of the program will be on planning and managerial skills.
Contact:	Mr. Peter Kulchyski, Chair See page 120 for address and phone number.

## **Graduate Degree Program in Canadian Heritage and Development Studies**

Subjects:	Economic Development and Management areas
Prerequisites:	Undergraduate Degree
Location(s):	Peterborough, Ontario
Certification:	Master of Arts (MA) in Canadian Heritage and Development Studies (Native Studies emphasis) awarded upon completion of the two-year program.
Remarks:	This program has a research focus on community-based Native Management and Economic Development. A thesis is required for this program.
Contact:	Mr. Peter Kulchyski, Chair See page 120 for address and phone number.

## **THE UNIVERSITY OF WESTERN ONTARIO**

**Courses are currently under development.**

For additional information contact: Mr. Gordon Smiley, Stevenson-Lawson Building, University of Western Ontario, LONDON, Ontario, N6A 5B8



**QUÉBEC**

# CÉGEP FRANÇOIS-XAVIER-GARNEAU

## Muséologie animation culturelle en milieu autochtone

Matières :	Principes de l'animation culturelle et ses outils d'intervention; Théorie et pratique de la recherche; Méthodologie et rédaction; Ethnologie amérindienne; Culture matérielle et archéologie autochtone; Utilisation de logiciels; L'art et l'artisanat amérindien; Institutions muséales, et autres
Pré-requis :	Secondaire V.
Localisation(s) :	Québec, Québec
Attestation :	Attestation d'études collégiale (AEC) Durée : 1335 heures
Autres renseignements:	Le programme prépare des personnes à exercer leur créativité et leur dynamisme dans des fonctions d'animateur et d'éducateur auprès de différentes communautés, particulièrement en institutions muséales.
Pour plus d'information :	Mme. Lucille Montminy Coordonnatrice de programmes Cégep François-Xavier-Garneau 1660, boulevard de l'Entente QUÉBEC, Québec G1S 4S3 Tél : (418) 688-8310 ou (418) 687-5851 FAX : (418) 688-0375

# CÉGEP LÉVIS-LAUZON

## Certificat en techniques de bureau

Matières :	Éléments de mathématique appliquée; Interrelations dans le monde professionnel; Droit des affaires; Comptabilité des opérations financières; Saisie de l'information textuelle; Bureautique, systèmes et technologies; Rédaction d'affaires; Exploitation, transmission de l'information textuelle et audio; Méthodologie de prise de notes et plus
Pré-requis :	Secondaire V
Localisation(s):	LAUZON, Québec
Attestation :	Diplôme d'études collégiale (DEC) Durée : 1335 heures
Autre renseignements:	Ce programme vise à permettre à la secrétaire d'assumer les fonctions d'aide à la gestion dans un bureau traditionnel, automatisé, informatisé ou interactif.
Pour plus d'information :	Centre de développement des autochtones Cégep de Lévis-Lauzon 205 Mgr Bourget LAUZON, Québec G6V 6Z9 Tél : (418) 833-5110 FAX : (418) 833-3428

# CÉGEP DE SEPT-ÎLES

## Culture Innu & société

Matières :	<b>12 cours obligatoires</b> : Français (séquence particulière), Philosophie, Éducation physique. <b>12 cours de concentration</b> : Anthropologie, Psychologie, Sociologie, Histoire, Économie, Mathématiques ou Sciences politiques. <b>4 cours complémentaires</b> : au choix.
Pré-requis :	Avoir complété ses études secondaires.
Localisation(s) :	Sept-Îles, Québec.
Attestation :	Diplôme d'études collégiales. 4 sessions - 15 semaines par session.
Autres renseignements :	Ce nouveau programme, conforme aux nouvelles règles d'organisation de la concentration en Sciences humaines, sera implanté à la session d'automne 1991 et remplacera l'ancien programme (Études amérindiennes). Ce programme est en tout point comparable aux autres programmes de Sciences humaines offerts par le Cégep : même nombre d'unités, intégration des préalables universitaires en mathématiques, mêmes débouchés de formation post-collégiale. Le nouveau programme est désormais accessible à l'ensemble des étudiants (autochtones et non-autochtones). Plus de la moitié des cours de ce programme sont communs aux autres programmes de Sciences humaines et sont donc dispensés en groupes hétérogènes.
Pour plus d'information :	Madame Sonia Bernier Conseillère pédagogique aux affaires autochtones Cégep de Sept-Îles 175, rue de la Vérendrye SEPT-ÎLES, Québec G4R 5B7 Tél : (418) 962-9848 (poste 307) FAX : (418) 962-2458

## Programme préparatoire aux études collégiales et universitaires (PPECU)

Matières :	<b>Formation secondaire</b> : Français, Anglais, Philosophie, Mathématiques, Chimie, Physique, Biologie, Économie. <b>Formation collégiale</b> : Français, Philosophie, Éducation physique, Méthodologie de recherche, Choix de carrière.
Pré-requis :	Secondaire IV complété; Statut d'Indien inscrit; 20 ans ou plus; Ne pas avoir déjà reçu de financement du MAINC dans le cadre du Programme d'aide aux études de niveau post-secondaire (PAENP).
Localisation(s) :	SEPT-ÎLES, Québec.

Attestation : Diplôme d'études secondaires;  
Attestation d'études de niveau collégial.  
Durée : 2 sessions (15 semaines par session)

Autres renseignements : Le financement du PPECU est distinct de celui accordé par le Programme d'aide aux études de niveau post-secondaire (PAENP). Le Règlement des études collégiales du ministère de l'Enseignement supérieur et de la Science (Québec) s'applique pour l'enseignement de niveau collégial.

Pour plus d'information : Madame Sonia Bernier  
Conseillère pédagogique aux affaires autochtones  
Cégep de Sept-Îles  
175, rue de la Vérendrye  
SEPT-ÎLES, Québec  
G4R 5B7  
Tél : (418) 962-9848 (poste 307)  
FAX : (418) 962-2458



## **CENTRE DE PERFECTIONNEMENT MICMAC**

### **Prospection Minière**

- Matières : Dans le domaine ci-haut mentionné  
Pré-requis : 10e année ou équivalent  
Localisation(s) : Dans votre communauté. Minimum 12 participants ou à Restigouche, Québec  
Attestation : Collège de Matane, Québec  
Certificat de formation professionnelle  
Durée : De 10 à 12 semaines
- Autres renseignements : Ce programme offre aux autochtones la possibilité de développer les techniques professionnelles nécessaires à la prospection minière afin de pouvoir les utiliser au développement économique de leur communauté.
- Pour plus d'information : M. Gilles Soucy  
Coordonnateur, Commission de Développement Économique de Restigouche Inc.  
17 rue Riverside Ouest  
RESTIGOUCHE, Québec  
G0C 2R0  
Tél : (418) 788-2163  
FAX : (418) 962-9848

### **Sécurité Industrielle et Commerciale**

- Matières :  
Pré-requis : Secondaire V (Québec) ou équivalent  
Localisation(s): Restigouche, Québec ou dans votre communauté  
Attestation : Attestation d'études collégiales du Ministère d'Éducation supérieure et sciences du Québec, par le collège de Matane.
- Autres renseignements : Ce programme prépare les participants à leur entrée dans la force ouvrière et d'équipement moderne. Ce cours vise à la spécialisation dans la sécurité des musées et des expositions d'art.
- Pour plus d'information : M. Gilles Soucy  
Voir l'adresse ci-haut.

## Séminaires

Matières :	Technologie de l'environnement, Conservation de la faune, Tourisme, Prospection minière, Horticulture, La gérance de petites entreprises
Pré-requis :	Aucuns
Localisation(s) :	Réserve Micmac de Restigouche Restigouche, Québec (Péninsule de la Gaspésie) Sur place
Attestation :	Par des institutions éducatives reconnues. Durée : 2 jours, 3 jours, 5 jours
Autres renseignements :	Les séminaires auront lieu dans des classes modernes situées sur le site touristique de Restigouche. Certains séminaires comprendront des visites à différentes entreprises de la région. Une tournée de la péninsule Gaspésienne est incluse dans le séminaire sur le développement touristique.
Pour plus d'information :	M. Gilles Soucy Voir l'adresse page 127.

## MICMAC TRAINING CENTRE

### Mineral Prospecting

Subjects: In the field mentioned above  
Prerequisites: Grade 10 education or equivalent.  
Location(s): In your community - minimum 12 participants, or in Restigouche, Québec  
Certification: College of Matane Québec awards a Certificate of Professional Training to students who complete the 10 to 12-week course.

Remarks: The program offers an opportunity for the First Nations to develop the technical skills necessary for an awareness of mineral prospecting as a tool for the economic development of their community.

Contact: Mr. Gilles Soucy  
Coordinator, Restigouche Economic  
Development Commission Inc.  
17 Riverside West  
RESTIGOUCHE, Québec  
G0C 2R0  
Phone: (418) 788-2136  
FAX: (418) 788-2058

### Industrial and Commercial Security

Subjects:  
Prerequisites: Secondary V (Québec) or equivalent  
Location(s): Restigouche, Québec or in your community  
Certification: Collegial Studies Attestation du Ministère d'éducation supérieure et sciences du Québec, by the College de Matane, Québec. The course is 680 hours.

Remarks: This program prepares participants to enter the work force as qualified security agents. This course is catered to the specialized field of museum security and art exposition.

Contact: Mr. Gilles Soucy  
See previous entry for address and phone number.

### Seminars

Subjects: Environmental Technology, Wildlife Management and Conservation, Tourism Development, Mineral Prospecting, Arts and Crafts, Horticulture, Small Business Management

Prerequisites: No formal requirements.  
Location(s): Restigouche Micmac Indian Reserve  
Restigouche, Québec (Gaspé Peninsula)  
On site  
Certification: Certification by recognized institution. Course duration varies from 3 to 5 days.  
Remarks: The seminars will be conducted in a modern classroom, located on the tourism site in Restigouche. Some seminars will also bring the participants to visit businesses in the region. The participants in tourism will tour the Gaspé Peninsula.  
Contact: M. Gilles Soucy  
See page 129 for address and phone number.

# INSTITUT DE FORMATION AUTOCHTONE DU QUÉBEC

## Administration en milieu autochtone

Matières :	<b>16 cours</b> : détails sur demande. <b>Les étudiants ont le choix parmi les spécialisations suivantes</b> : gestion de projets, gestion d'entreprises, gestion d'une bande ou d'un organisme et gestion du développement économique.
Pré-requis :	Secondaire 5 ou l'équivalent. Remplir un questionnaire d'évaluation des connaissances. Réussir l'entrevue de sélection
Localisation(s) :	Formation théorique : Québec ou les environs Stages : dans un organisme autochtone
Attestation :	Attestation d'études collégiales (AEC) Durée : 52 semaines : 30 semaines de formation théorique, 22 semaines de stage
Autres renseignements :	Au terme de la formation, les participants seront en mesure de gérer divers secteurs d'activités selon leur spécialisation. Les diplômés de ce programme sont très recherchés par les employeurs. Possibilité d'association avec d'autres institutions à l'extérieur du Québec.
Pour plus d'information :	Institut de formation autochtone du Québec 234, rue St-Louis, 1er étage LORETTEVILLE, Québec G2B 1L4 Tél : (418) 843-6857 ou 1-800-463-2365 FAX : (418) 843-7339

## Charpenterie-menuiserie

Matières :	Assemblages et outils, Implantation de bâtiments en béton, Charpentes et toitures, Isolation et finition, Lectures de plans et devis et autres sujets
Pré-requis :	Secondaire IV ou l'équivalent
Localisation(s) :	Mashteuiatsh (Pointe-Bleue)
Attestation :	Diplôme d'études professionnelles (DEP). Durée : 39 semaines + 12 semaines de stage (rémunéré).
Autres renseignements :	L'objectif de ce programme est de développer les compétences nécessaires à l'exécution des tâches de charpenterie-menuiserie, de la base jusqu'à la finition et la réparation.
Pour plus d'information :	Voir l'adresse ci-haut



## Entretien de bâtiments nordiques

Matières :	Menuiserie, Plomberie, Électricité, Chauffage, Moteurs à essence et autres sujets
Pré-requis :	Secondaire III ou l'équivalent
Attestation :	Diplôme d'études professionnelles (DEP). Le programme est 29 semaines répartie sur 7 mois.
Localisation(s) :	Mashteuiatsh (Pointe-Bleue)
Autres renseignements :	L'objectif de ce programme est de développer les compétences requises dans l'entretien immobilier en menuiserie, plomberie, chauffage, électricité et mécanique de petits moteurs à essence et dans la gestion d'un petit entrepôt.
Pour plus d'information :	Voir l'adresse page 131.

## Initiative d'entrepreneuriat

Matières :	Détails sur demande
Pré-requis :	Bonne scolarité, porte motivation, projet d'affaires réaliste et idéalement avoir déjà entrepris certaines démarches.
Localisation(s) :	Formation théorique - Québec : stages à travers la province.
Attestation :	Unités d'éducation continue. Durée : 26 semaines : 16 semaines de formation théorique et 10 semaines de stage
Autres renseignements :	Au terme du programme, les participants seront en mesure de démarrer leur propre entreprise. Possibilité d'association avec d'autres institutions à l'extérieur du Québec.
Pour plus d'information :	Voir l'adresse page 131.

## Gestion de l'habitation

Matières :	Financement, Management, Contexte légal, Relations avec les partenaires, Planification de l'entretien et autres sujets
Pré-requis :	Secondaire V ou l'équivalent
Localisation(s) :	Québec : formation théorique et technique (30 semaines) Dans un organisme autochtone : stages (22 semaines)
Attestation :	Unités d'éducation continue

Autres renseignements: L'objectif de ce programme est de former des gestionnaires compétents capables de gérer un parc immobilier et d'administrer les programmes de construction.

Pour plus d'information: Voir l'adresse page 131.

## **Intervention sociale**

Matières : Vingt-cinq cours sur l'intervention sociale individuelle et communautaire. Les étudiants ont le choix parmi les spécialisations suivantes : Intervention sociale en toxicomanie, Intervention sociale en violence familiale, Intervention sociale en prévention

Pré-requis : Secondaire V ou l'équivalent

Localisation(s) : Québec : formation théorique et technique (32 semaines)  
Dans un organisme autochtone : stages (8 semaines)

Attestation : Attestation d'études collégiales (AEC)

Autres renseignements : L'objectif de ce programme est de former des intervenants et des conseillers compétents en toxicomanie, violence familiale et prévention. Ceux-ci maîtriseront les techniques de base en relation d'aide et en intervention individuelle, de groupe, communautaire, d'application de plan de traitement et de référence.

Pour plus d'information : Voir l'adresse page 131.

## **Plâtrage**

Matières : Plans et devis, Enduits, matériaux et outils, Calcul et planification, Tirage de joints et application d'enduits, Réparation et autres sujets

Pré-requis : Secondaire III ou l'équivalent

Localisation(s) : Mashteuiatsh (Pointe-Bleue)

Attestation : Certificat d'études professionnelles (CEP). Durée : 18 semaines consécutives.

Autres renseignements : L'objectif de ce programme est de développer les compétences nécessaires à la réalisation des travaux de plâtrage, de crépissage, de tirage de joints, la réparation et le moulage.

Pour plus d'information : Voir l'adresse page 131.

## Séminaires

Matières :	Gestion, Conseil d'administration, Entrepreneurship, Organisation, Planification, Négociation, Leadership jeunes, Violence familiale, Sida, Suicide
Pré-requis :	Aucun prérequis
Localisation(s) :	Les séminaires peuvent se donner partout au Canada
Attestation :	Unités d'éducation continue. Chaque sujet dure 3 jours.
Autres renseignements :	L'IFAQ est ouvert à toute offre de collaboration entre institutions et organismes.
Pour plus d'information :	Voir l'adresse page 131.

## Séminaires de gestion

Matières :	Le gestionnaire et l'organisation, Le cycle de la gestion et les ressources, La planification, Rôle et fonctions d'un conseil d'administration, L'art de négocier, Gestion financière
Pré-requis :	Aucun
Localisation(s) :	N'importe où au Canada
Attestation :	Unités d'éducation continue. Durée : 3 à 4 jours chacun pour chaque matière.
Autres renseignements :	L'IFAQ est disposé à s'associer à d'autres institutions d'enseignement hors-Québec
Pour plus d'information :	Institut de formation autochtone du Québec Voir l'adresse page 131.

## Session de sensibilisation à l'entrepreneuriat autochtone

Matières :	Sensibilisation à l'entrepreneuriat autochtone
Pré-requis :	Démontrer un intérêt pour l'entrepreneuriat
Localisation(s) :	Dans les réserves ou dans certaines villes du Québec, selon les besoins.
Attestation :	Unités d'éducation continue. Durée: trois jours
Autres renseignements :	Familiariser les Autochtones avec l'entrepreneuriat comme solution au développement et les aider à évaluer leur propre potentiel. Possibilité d'association avec d'autres institutions à l'extérieur du Québec.
Pour plus d'information :	Voir l'adresse page 131.

## Techniques policières pour les Premières Nations

Matières :	Droit pénal, Administration de la justice, Ressources humaines, Maniement d'armes, Techniques de patrouille et autres sujets
Pré-requis :	Secondaire V ou l'équivalent. Permis de conduire (éligibilité à la classe 4A). État de santé ne limitant pas les activités physiques, telles la course et les sports de combat (Certificat médical requis). Ne pas faire l'objet d'un dossier criminel ne pouvant être effacé avant la fin de la formation.
Localisation(s) :	Mashteuiatsh (Pointe-Bleue) : formation théorique et technique (41 semaines) Dans un service de police autochtone : stage (8 semaines)
Attestation :	Attestation d'études collégiales (AEC)
Autres renseignements :	L'objectif de ce programme est de préparer le policier à faire respecter les lois et à exercer ses fonctions dans le respect des droits humains, à assurer la préservation de l'ordre social, à assurer la préservation de la justice et à exercer des fonctions de prévention dans son milieu.
Pour plus d'information :	Voir l'adresse page 131.

## Agent d'aide sociale

Matières :	Politiques sociales et législation, relation d'aide, étude analyse et application de la loi et des règlements, ressources communautaires, éthiques et relations professionnelles et autres sujets
Pré-requis :	Secondaire V ou l'équivalent
Localisation(s) :	Québec : formation théorique et technique (12 semaines) Dans les communautés autochtones : stages (14 semaines)
Attestation :	Unités d'éducation continue
Autres renseignements :	L'objectif de ce programme est de former des agents d'aide sociale qui pourront administrer avec compétence la loi de l'aide sociale et effectuer un travail de relation d'aide de base.
Pour plus d'information :	Voir l'adresse page 131.

## **Gestion en santé et services sociaux**

Matières :	management, organisation, contexte légal, pratiques autochtones, ressources humaines et autres sujets
Pré-requis :	Secondaire V ou l'équivalent
Localisation(s) :	Québec : formation théorique et technique (30 semaines) Dans un organisme autochtone : stage (22 semaines)
Attestation :	Attestation d'études collégiales (AEC)
Autres renseignements :	L'objectif de ce programme est de former des gestionnaires compétents capables de gérer un organisme autochtone de services sociaux ou de santé.
Pour plus d'information :	Voir l'adresse page 131.

## **Techniques de documentation**

Matières :	circulation, classification, acquisitions, indexation, informatique, bibliothèque en milieu autochtone, animation et activités et autres sujets
Pré-requis :	Secondaire V ou équivalent
Localisation :	Québec : formation théorique et technique (31 semaines) Dans un bibliothèque autochtone : stage (8 semaines)
Attestation :	Attestation d'études collégiales (AEC).
Autres renseignements :	L'objectif de ce programme est de former des gestionnaires en mesure de gérer efficacement une bibliothèque scolaire.
Pour plus d'information :	Voir l'adresse page 131.



# NATIVE TRAINING INSTITUTE OF QUÉBEC

## Management in a Native Environment

Subjects:	<b>16 courses:</b> details available on request Students have a choice of the following areas of <b>Specialization:</b> Project Management, Business Manager, Economic Development Management, Band or Organization Management
Prerequisites:	Secondary 5 or equivalent. Complete a questionnaire on evaluation of knowledge. Succeed in the selection interview.
Location(s):	Québec City: theoretical training Practicum: In a native organization
Certification:	College certification. The course runs for 52 weeks: 30 weeks theoretical training, and 22 weeks of practicum.
Remarks:	At the end of the program, the participants will be able to manage different types of activities depending on their specialization. Also note that there is a possibility of association with other training institutions outside Québec.
Contact:	Native Training Institute of Québec 234 St-Louis Street, 1st floor LORETTEVILLE, Québec G2B 1L4 Phone: (418) 843-6857 or toll-free 1-800-463-2365 FAX: (418) 843-7339

## Carpentry

Subjects:	Tools and Assembly, Basements and Concrete, Frameworks and Roofs, Insulation and Finishing off, Plan Lecture, Estimates, and Other Subjects
Prerequisites:	Secondary IV or equivalent
Location(s):	Mashteulatsh (Pointe-Bleue)
Certification:	Professional Education Diploma (DEP) is awarded upon completion of the program which consists of 39 weeks of class time and 12 weeks of on-the-job training.
Remarks:	The objective of this program is to develop the abilities needed in carpentry, from the principles to finishing off and repair.
Contact:	See previous entry for address and phone number.

## **Nordic Housing Maintenance**

Subjects: Carpentry, Plumbing, Electricity, Heating, Gas Motors and Other Objects  
Prerequisites: Secondary III or equivalent  
Location(s): Mashteuiatsh (Pointe-Bleue)  
Certification: Professional Education Diploma (PED) awarded after completing the seven-month course.

Remarks: The objective of this program is to develop the abilities needed for property maintenance in carpentry, plumbing, heating, electricity, small motors mechanics and also for the management of a small warehouse.

Contact: See age 137 for address and phone number.

## **Entrepreneurship Initiative Program**

Subjects: Details on request  
Prerequisites: Strong motivation, sound business project, high school diploma desirable.  
Location(s): Theoretical Training - Québec City  
Certification: Continuing Education Units. The program lasts 25 weeks: 16 weeks of theoretical training and 10 weeks of practical training.

Remarks: At the end of the program, the students will be ready to start their own business. Also, the possibility of association with other training institutions outside Québec.

Contact: See page 137 for address and phone number.

## **Housing Management**

Subjects: Financing, Management, Legal Environment, Relations with Partners and Users, Maintenance Planning and Other Subjects  
Prerequisites: Secondary V or equivalent.  
Location(s): Québec City: theoretical and technical training (30 weeks)  
In a Native organization: practicum (22 weeks)  
Certification: Continuing Education Units

Remarks: The objective of this program is to train capable managers able to manage large house sets and house construction programs.

Contact: See page 137 for address and phone number.

## **Social Intervention**

Subjects:	Twenty-five courses on individual and community social intervention. Students have a choice between the following specialisations: Social Intervention in the Field of Substance Abuse, Social Intervention in the Field of Family Violence, Social Intervention in the Field of Prevention and Education
Prerequisites:	Secondary V or equivalent (Highschool diploma)
Location(s):	Québec City: theoretical training (32 weeks) Practicum: in a Native organization (8 weeks)
Certification:	College Education Attestation (AEC)
Remarks:	The objective of this program is to train capable interveners and counsellors in substance abuse, family violence, and prevention. Those will master basic techniques in individual intervention, group intervention, community intervention, and treatment plan administration.
Contact:	See page 137 for address and phone number.

## **Plastering**

Subjects:	Plans and Estimates, Tools, Materials and Coatings, Planning and Calculus, Coating Application and Drywalling, Repairs and Other Subjects
Prerequisites:	Secondary III or equivalent
Location(s):	Mashteuiatsh (Pointe-Bleue)
Certification:	Professional Education Certificate (CEP) is awarded upon completion of the 18-week course.
Remarks:	The objective of this program is to develop the abilities needed in plastering, roughcasting, drywalling, repairing and moulding.
Contact:	See page 137 for address and phone number.

## **Seminars**

Subjects:	Management, Entrepreneurship, Organization, Planning, Negotiation, Youth Leadership, Family Violence, Aids, Suicide
Prerequisites:	No formal requirements
Location(s):	Seminars can be given anywhere in Canada
Certification:	Continuing education units are awarded for the completion of each three-day seminar.
Remarks:	Native Training Institute of Québec may accept association with other training institutions outside Québec.
Contact:	See page 137 for address and phone number.

## **Management seminars**

Subjects: The Manager and the Organization, The Business Cycle and Resources Planning, Role and Functions of a Board of Directors, Financial Management

Prerequisites:

Location(s): Anywhere in Canada

Certification: Continuing education units. Each seminar is about 3 to 4-days in length

Remarks: Possible association with other training institutions outside Québec

Contact: See page 137 for address and phone number.

## **Introduction to Entrepreneurship**

Subjects: Entrepreneurship in a native setting

Prerequisites:

Location(s): On reserve, major centres in Québec, Ontario, N.B.

Certification: Continuing Education Units awarded after completing the three-day course.

Remarks: This program will enable First Nations clientele to develop an awareness of entrepreneurship as a tool in the development of their community and also to evaluate their own potential. Also note the possibility of association with other training institutions outside Québec.

Contact: See page 137 for address and phone number.

## **Police Techniques for First Nations**

Subjects:	Penal Law, Administration of Justice, Human Resources, Handling of Weapons, Techniques of Patrolling and Other Subjects
Prerequisites:	Secondary V or equivalent (Highschool Diploma). Drivers license (4A class eligibility). Good health with no physical restriction (running, combat). Medical certificate required. No criminal record.
Location(s):	Mashteuiatsh (Pointe-Bleue): theoretical and technical training (41 weeks) In a native police organization: practicum (8 weeks)
Certification:	College Education Attestation (AEC)
Remarks:	The objective of this program is to prepare the policeman to have the laws respected and to ensure the preservation of social order, to help the administration of justice, and fulfil prevention in his/her milieu.
Contact:	See page 137 for address and phone number.



## KATIVIK SCHOOL BOARD

### Northern Québec Management Training Program

Subjects:	Management/Administration courses, Introduction to Micro-computers (IBM Version), Business Communications (Inuktitut), Bookkeeping for Service Businesses, Introduction to Micro-Computers (Apple Version), Programming, Introduction to Economics (Inuktitut and English, How to Start a Small Business Nunavik and English)
Prerequisites:	No formal requirements
Location(s):	On-site
Certification:	The Kativik School Board is in the process of linking with a post-secondary school in order to make each course a credit. The duration varies upon the length of the course the student requests (maximum of 2 weeks)
Remarks:	Management/Administration courses will review business or administration problems and present them to groups of administrators and local government managers on location in Northern Québec.
Contact:	Ms. Bruna Mastroianni Pedagogical Counsellor Northern Québec Management Training Program Kativik School Board 331 Mimosa DORVAL, Québec H9S 3K5 Phone: (514) 636-8120 Ext. 343

### Inuit Educational Leadership Program

Subjects:	Operations - Administration, Training, Pedagogy, Organization, Adult Education, Management, Technical and Support Services, Interpersonal Skills
Prerequisites:	Program designed for Local School Administrators
Location(s):	Northern Communities within the KSB district
Certification:	There are no formal requirements for the three-year program.
Remarks:	This program is aimed at Local School Administrators who desire management training in order to become more capable of recognizing, responding to, and directing the educational needs of their community.
Contact:	Ms. Monique McCracken Training Counsellor The Inuit Educational Leadership Training Program See previous entry for address and phone number.

# McGILL UNIVERSITY

## Native and Northern Education

- Subjects: Teacher Education at the Elementary Level for Algonquin, Cree, Inuit, Micmac, and Mohawk Communities
- Prerequisites: Recommendation of education authority, 21 years of age, fluency in Inuktitut for Inuit applicants.
- Location(s): Communities of eastern N.W.T., northern Québec, James Bay, Winneway, Rapid Lake, Maniwaki, Restigouche, Kanesatake, Kahnawake
- Certification: Three years of part-time study leading to Certificate of Native and Northern Education, followed by further years of study (maximum 12) leading to Bachelor of Education Degree.
- Remarks: All programs are offered at the request of the community concerned.
- Contact: Dr. John Wolforth  
Program Director, Native and Northern  
Education Program  
Faculty of Education  
McGill University  
3700 McTavish Street  
MONTREAL, Québec  
H3A 1Y2  
Phone: (514) 398-4455  
FAX: (514) 398-3594

# UNIVERSITÉ DU QUÉBEC À CHICOUTIMI

## Certificat de premier cycle en administration

Matières :	Principes de management, Comptabilité, Marketing, Aspect humain des organisations, Environnement économique de l'entreprise, Informatique
Pré-requis :	Être détenteur d'un diplôme d'études collégiales (DEC) ou l'équivalent ou posséder des connaissances appropriées, une expérience jugée pertinente, être âgé d'au moins vingt-deux ans, et détenir une connaissance équivalente aux mathématiques de niveau secondaire.
Localisation(s) :	
Attestation :	Ce programme est un certificat régulier du Module des sciences de l'administration de l'Université du Québec à Chicoutimi. Les dix cours du certificat seront dispensés dans le cadre de dix (10) périodes de trois semaines entre janvier 1991 et mai 1993.
Autres renseignements :	<b>Objectifs du projet :</b> 1. Permettre à des gestionnaires amérindiens d'amorcer ou de poursuivre une démarche de perfectionnement dans leur champ d'intervention. 2. Leur donner accès aux activités du Certificat de premier cycle en administration (4122) dans un cadre logistique et pédagogique adapté à leurs contraintes particulières.
Pour plus d'information :	Mme. Huguette Bouchard Centre d'études amérindiennes Université du Québec à Chicoutimi 555 boulevard Université Local 3-536 CHICOUTIMI, Québec G7H 2B1 Tél : (418) 545-5011

## Certificat de premier cycle d'études pluridisciplinaires

Matières :	Méthodologie du travail intellectuel, Outils méthodologiques et exercices d'écriture, Structuration d'un texte, Construction logico-mathématique, Écologie humaine, Marketing, Carte du monde, Religion des Amérindiens, et plus
Pré-requis :	Etre détenteur d'un diplôme d'études collégiales (DEC) ou l'équivalent ou posséder des connaissances appropriées, une expérience jugée pertinente, et être âgé d'au moins vingt-deux ans.
Localisation(s) :	Université du Québec à Chicoutimi, Manawan, Optciwan, Wemotaci

Attestation : Certificat de premier cycle d'études pluridisciplinaires de l'Université du Québec à Chicoutimi. Le Certificat comprend dix cours de trois crédits chacun, dont quatre obligatoires et six optionnels, pour un total de trente crédits.

Autres renseignements : **Objectifs du projet:** 1. Permettre à l'étudiant d'acquérir des connaissances de base dans différentes disciplines afin d'atteindre des objectifs personnels de formation.  
2. Il contribue à rendre l'étudiant plus confiant en ses possibilités, plus autonome au niveau des choix et plus ouvert aux diverses cultures composant la société québécoise.

Pour plus d'information : Mme. Huguette Bouchard  
Voir l'adresse page 144.

### Certificat de premier cycle en Psychologie

Matières : Histoire de la psychologie, Méthodologie de la recherche en sciences humaines, Développement humain : fondements et approches, Théories de la personnalité, Psychologie sociale, Introduction à la psychopathologie et psychophysiologie, Psychogenèse de l'enfant, Psychologie des adolescents, Psychologie des adultes

Pré-requis : Être détenteur d'un Diplôme d'études collégiales (DEC) ou l'équivalent ou posséder des connaissances appropriées, une expérience jugée pertinente, et être âgé d'au moins vingt-deux ans.

Localisation(s) : Sept-Iles, Mashteuiatsh

Attestation : Certificat régulier de premier cycle en psychologie l'Université du Québec à Chicoutimi. Les dix cours du certificat seront dispensés dans le cadre de 10 périodes de deux semaines entre février 1991 et mai 1993.

Autres renseignements : **Objectifs du projet :** 1. Permettre aux personnes oeuvrant dans les secteurs de l'intervention communautaire et de l'éducation d'amorcer ou de poursuivre une démarche de perfectionnement.  
2. Leur donner accès aux activités du certificat de premier cycle en psychologie dans un cadre logistique et pédagogique adapté à leurs contraintes particulières.

Pour plus d'information: Mme. Huguette Bouchard  
Voir l'adresse page 144.

# **NEW BRUNSWICK**



## COLLEGE OF CRAFT AND DESIGN

### Certificate in Native Arts Studies

Subjects:	Spirituality; Language (either Micmac or Maliseet); Native Art and Crafts; Research into Native Culture; Native Education; Design Drawing; Business and one first year studio
Prerequisites:	Students entering this program will be interviewed and be accepted by the same process as a diploma student.
Location(s):	Fredericton, New Brunswick
Certification:	A certificate is awarded upon completion of the one-year program. After successful completion, the program is considered to be the equivalent of the first year of the Diploma Program.
Remarks:	The Certificate of Native Arts Studies has been created to recognise the special needs of Native peoples.
Contact:	Mr. George Fry, Director or Ms. Gwen Grechia, Studio Head P.O. Box 6000 FREDERICTON, New Brunswick E3B 5H1 Phone: (506) 453-2305

## UNIVERSITY OF NEW BRUNSWICK - MICMAC/MALISEET INSTITUTE

### B.Ed. Degree Program for Aboriginal Students

Subjects:	Elementary, Secondary, Technology, Business, and Home Economics Education
Prerequisites:	Highschool graduate or equivalent, or mature student.
Location(s):	Fredericton, New Brunswick
Certification:	With successful teaching internship, graduates of the four-year program receive a New Brunswick Teaching Certificate.
Remarks:	The B.Ed. Degree Program for Aboriginal Students is a fourteen year old program with more than 60 graduates, mostly in the maritime provinces and Québec.
Contact:	Professor W.D. Hamilton University of New Brunswick P.O. Box 4400 FREDERICTON, New Brunswick, E3B 5A3 Phone: (506) 453-4666 FAX: (506) 453-4599

## **PROGRESSIVE PLANNING**

### **Computer Training**

Subjects: MS DOS, Lotus 1-2-3, DBase III+, Computerized Accounting  
Prerequisites: Grade 9  
Location(s): Fredericton and local areas  
Certification: Completion certificate awarded

Remarks: Weekly sessions are scheduled based on the need of the client.  
Schedules are designed on demand.

Contact: Ms. Marg Boer  
Progressive Planning  
Compartment 43, 385 Wilsey Road  
FREDERICTON, British Columbia  
E3B 5N6  
Phone: (506) 458-8522  
FAX: (506) 458-5827

### **Management Training**

Subjects: Accounting, Computerized Accounting, Communications, Micro-computer Applications (DBase and Lotus), Stress Management, Data Analysis, Interpersonal Relations, Community Planning  
Prerequisites: Grade 10  
Location(s): Fredericton, New Brunswick - On site locations  
Certification: Completion certificate awarded upon completion of the 10-month to two-year course.

Remarks: Course offerings modified based on individual client needs.

Contact: Ms. Marg Boer  
See previous entry for address and phone number.

## **Pre-Apprenticeship Training**

Subjects: Life Skills, Math and English Upgrading to Required Level for Trade, Physics/Science, Work Experience in Vocation of Interest

Prerequisites: Grade 9

Location(s): Fredericton, New Brunswick

Certification: Completion certificate awarded after completing the ten-month course.

Remarks: The training is designed to build up client skill levels to qualify for institutional training in the vocation of the clients choice.

Contact: Ms. Marg Boer  
See page 148 for address and phone number.

# **NOVA SCOTIA**

# UNIVERSITY COLLEGE OF CAPE BRETON

## Micmac Studies Program

Subjects: Introduction to Micmac Studies, Micmac/English Comparative Structures, Micmac Linguistics, Conversational Micmac for Non-speakers, Micmac for Speakers: Introduction to Literacy, Aboriginal and Treaty Rights in the Canadian Constitution, Conceptions of Self and Others in Cross-cultural Comparison, Race and Ethnic Relations

Prerequisites:

Location(s): University College of Cape Breton, Sydney, Nova Scotia

Certification:

Remarks:

Contact:

Ms. Merdina Marshall  
Assistant Professor of Micmac  
Studies  
University College of Cape Breton  
P.O. Box 5300  
SYDNEY, Nova Scotia  
B1P 6L2  
Phone: (902) 539-5300 x415



## DALHOUSIE UNIVERSITY

### Indigenous Blacks and Micmacs (IBM) Law Program

**Subjects:** **First-year courses include:** Contracts and Judicial Rule Making, Criminal Justice: the Individual and the State, Orientation to Law, Fundamentals of Public Law, Legal Writing, Property in its Historical Context, Tort Law and Damage Compensation

**Prerequisites:** Applicants must attend a summer pre-law program at Dalhousie, which is a four week course in August. Also required is a minimum of two years at a recognized University, or mature student status.

**Location(s):** Halifax, Nova Scotia

**Certification:** L.L.B Degree is awarded to successful students upon completion of the three-year program

**Remarks:**

**Contact:** Ms. Carole Aylward, Director or  
Ms. Lynn Clarke, Program Secretary  
IBM Law Program  
Dalhousie Law School  
6061 University Ave.  
HALIFAX, Nova Scotia  
B3H 4H9  
Phone: (902) 494-1639  
FAX: (902) 494-1316

# MICMAC NATIVE LEARNING CENTRE

## MicroComputer Training Program

**Subjects:** Data Processing Concepts; MS DOS 5.00; Wordperfect 5.1; Lotus 1-2-3, Version 2.2 DBase III-Plus; Business Communications and an On-line Computer Typing Tutor Training Software

**Prerequisites:** Nova Scotia grade 12 or equivalent.

**Location(s):** Halifax, Nova Scotia

**Certification:** A Diploma in MicroComputer Training Program is awarded upon completion of the 34-week program.

**Remarks:** There are frequent guest speakers from various aspects of computer and computer-related industries and associated data processing fields. To augment lectures and theory on selected topic matters, an occasional visit to a commercial and/or industrial site(s) during field trips.

**Contact:** Mr. Stephen Hum  
Computer Instructor  
Micmac Native Learning Centre  
2158 Gottingen Street  
HALIFAX, Nova Scotia  
B3K 3B4  
Phone: (902) 420-0686 or (902) 420-1576

## Pre-University/College Training

**Subjects:** Math, English, Computers, Psychology, Sociology, Communication Skills, Study Skills, Life Skills, University Survival Skills

**Prerequisites:** Age 19 or older. Preference given to those with GED grade 12 equivalency.

**Location(s):** Micmac Native Learning Centre

**Certification:** Diploma granted upon completion of the one-year program.

**Remarks:** Possible pre-technical component starting in the fall of 1992 for those wishing to enter technical courses.

**Contact:** Mr. Chuck Duncan  
Micmac Native Learning Centre  
2158 Gottingen Street  
HALIFAX, Nova Scotia  
B3K 3B4  
Phone: (902) 420-0686

## **Native Urban Transitional Program (NUTP)**

**Subjects:** Orientation of the Centre, World Views (Native), Values Customs and Traditions, Oppression-Discrimination and Prejudice, History, Spirituality, Social Issues, Socio-Economics, Communication

**Prerequisites:** Grade seven.

**Location(s):** Halifax, Nova Scotia

**Certification:** A certificate is awarded upon completion of the 16 to 20-week program.

**Remarks:** NUTP is a program designed for the aboriginal people to aid them in their transition from rural living to city living.

**Contact:** Mr. Louis D. Morris  
See page 153 for address and phone number.

## **Writing Skills**

**Subjects:** Aspects of English, Grammar, Punctuation, and Process Writing are explored.

**Prerequisites:** Being a student at the Micmac Native Learning Centre, enroled in G.E.D. Upgrading or Pre-University program.

**Location(s):** Halifax, Nova Scotia

**Certification:** A certificate is awarded upon completion of the 12-week program.

**Remarks:**

**Contact:** Mr. Darrell Landry  
See page 153 for address and phone number.

# **PRINCE EDWARD ISLAND**

# **HOLLAND COLLEGE - SCHOOL OF JUSTICE**

## **Native Constables Training**

Subjects: Crisis Intervention, Supervision, Occupational Stress, Alcohol and Drug Awareness, Human Relations, Report Writing, Criminal Law, Courtroom Procedure, Interviewing and Interrogation, Criminal Investigation, Alert

Prerequisites: Mid-level and Senior Native Constables

Location(s): Charlottetown, PEI

Certification: A College Certificate is awarded upon completion.

Remarks: Courses can be custom designed to meet specific training needs

Contact: Inspector Walter Charlesworth  
School of Justice  
Holland College  
295 Grafton Street  
CHARLOTTETOWN, Prince Edward Island  
C1A 8W4  
Phone: (902) 566-9677

## **Native Police Introduction to Law Enforcement**

Subjects: Personal Image, Development of Canadian Law, Structure of Statutes, Provincial Statutes, Note Books, Criminal Justice System, Sources and Rules of Interpretation, Types of Offenses, Summons, Subpoena and Appearance Notice, Charter of Rights, Powers to Arrest, Traffic Accident Investigation, Use of Force, Obstruction, Young Offenders Act

Prerequisites: Junior Peace Officer

Location(s): Charlottetown, PEI

Certification: College Certificate awarded upon completion of the one-week program.

Remarks: Courses can be custom designed to meet specific training requirements.

Contact: Inspector Walter Charlesworth  
See previous entry for address and phone number.



## **Native Police Officer Safety and Firearms Training**

Subjects: Introduction to Firearms, Skill Evaluation, Tactics, Practical Application, Street Survival, Firearms Qualifications

Prerequisites: Peace Officer Status

Location(s): Charlottetown, PEI

Certification: Certification in safe handling and proficiency with handguns and shotguns.

Remarks: Courses are custom designed to meet specific training needs such as force continuum, civil liability, use of force, decision making, etc.

Contact: Inspector Walter Charlesworth  
See page 156 for address and phone number.