



Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada

# Indian / Inuit Management Courses

## Cours en gestion pour les Indiens et les Inuit

1991 - 1992

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1991/92  
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Canada

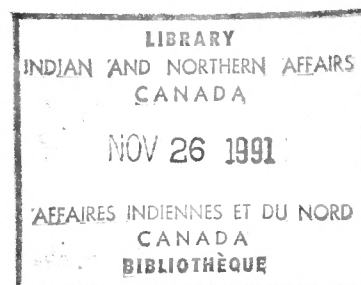


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# Indian / Inuit Management Courses

## Cours en gestion pour les Indiens et les Inuit

1991 - 1992



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Hon. Tom Siddon, P.C., M.P.,  
Minister of Indian Affairs and  
Northern Development,  
Ottawa, 1991.

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ministre des Affaires indiennes  
et du Nord canadien,  
Ottawa, 1991.

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## FORWORD

**Indian/Inuit Management Courses** will have a new look in the next edition. Beginning in 1992, this compendium of management training courses will be expanded into a publication entitled Indian/Inuit Training Opportunities. It will provide brief descriptions of all career-oriented training designed specifically for Aboriginal people across Canada.

The new edition will cover a broader range of subjects and therefore be of interest to a larger audience. Indian/Inuit Training Opportunities will be distributed in May 1992, to coincide with the release of other university calendars. This will make it a more timely resource for fall student registration.

We continue to welcome suggestions for improvements or additions to increase the guide's usefulness to students and instructors. Institutions and organizations designing courses for Indian/Inuit participation that are not already listed in this guide, or individuals who wish to be added to our mailing list, should contact:

Director  
Band 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

La publication **Cours en gestion pour les Indiens et les Inuit** aura une toute nouvelle allure à l'occasion de sa prochaine parution. En effet, à partir de 1992, le texte actuel qui consiste en un abrégé des cours de formation en gestion sera augmenté et aura pour titre Possibilités de formation pour les Indiens et les Inuit. La nouvelle publication donnera une courte description de tous les types de formation axés sur la carrière et conçus spécialement à l'intention des autochtones d'un bout à l'autre du pays,

La nouvelle édition contiendra une grande variété de sujets et intéressera de ce fait un plus vaste public. Possibilités de formation pour les Indiens et les Inuit sera diffusée en mai de façon à coïncider avec les horaires des cours universitaires. Il s'agira alors d'une aide précieuse pour les étudiants qui s'inscrivent aux cours d'automne.

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 des bandes  
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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**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.

**Duration:** Certificate Program: 12 courses over an eight-month period;  
Diploma Program: Completion of certificate program plus an  
additional 8 courses over an eight-month period.

**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. They would also have taken six of the ten required first-year Business Administration courses and one of the four courses required in second year. In addition, 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.

**Delivery Mode:** Classroom format.

**Other Information:** 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:** David Himmelman, Dean  
Administrative & Management Studies Division  
Yukon College  
Box 2799  
WHITEHORSE, Yukon Y1A 5K4  
Phone: (403) 668-8751



## ARCTIC COLLEGE, THEBACHA CAMPUS

**Native Management**

Subjects:	Communications 1 Computers 1 Accounting 1 Management 1 Community Based Economic Development Native Law Aboriginal Self Government Native Insight Issues
Prerequisites:	Grade 12 or equivalent
Duration:	Certificate - one year Diploma - two years
Location(s):	Thebacha Campus, Fort Smith, NWT Yukon Campus, Whitehorse, Yukon
Certification:	Certificate in Management Studies with concentration in Native Management Administration or Diploma in Management Studies.
Delivery Mode:	Classroom format.
Other information:	
Contact:	Mr. Ram Mudaller Head, Business Education Thebacha Campus Box 600 FORT SMITH, N.W.T. X0E 0P0  Phone: (403) 872-7598 Fax: (403) 872-4511

ARCTIC COLLEGE

**Management Studies Program**

Subjects:	<p>Marketing Management and Research</p> <p>Accounting</p> <p>Mathematics</p> <p>Communications</p> <p>Introduction to Public Administration</p> <p>Principles of Management</p> <p>Word Processing</p> <p>Spreadsheets</p> <p>Macroeconomics</p> <p>Contract Law</p> <p>Organizational Behaviour</p> <p>Statistics</p> <p>Public Finance</p> <p>Native Insights</p>	<p>Marketing</p> <p>Finance</p> <p>Microeconomics</p> <p>Entrepreneurship</p> <p>Database Management</p> <p>Human Resources Management</p> <p>Public Policy</p> <p>Local and Regional Issues</p> <p>Investment and Taxes</p> <p>AMCTO I and II</p> <p>Independent Study</p> <p>Aboriginal Rights</p> <p>Tourism</p>
Prerequisites:	<p>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. Applicants must provide complete high school transcripts.</p>	
Duration:	2 years	
Location(s):	Fort Smith, NWT - Thebacha Campus	
Certification:	Diploma in Management Studies, Business or Public Administration Concentration	
Delivery Mode:	Classroom format, independent study	
Other information:	<p>This program is designed to provide the knowledge and skills necessary for management careers in business, government, or non-profit organizations.</p>	
Contact:	<p>Mr. Ram Mudaller</p> <p>Head, Business Education</p> <p>Arctic College - Thebacha College</p> <p>Box 600</p> <p>FORT SMITH, N.W.T.</p> <p>X0E 0P0</p> <p>Phone: (403) 872-7598</p> <p>Fax: (403) 872-4511</p>	

ATII TRAINING INC.

# **ATII 1991/92 Management Seminars**

Subjects:	<div> Manager's Role in Training  Introduction to Administration  Basic Bookkeeping  Introduction to Personnel  Management  Communications  Computer Accounting </div> <div> Financial Management  General Management and  Administration  Managing Human Resources  Introduction to Computers for  Administration </div>
Prerequisites:	A registration fee of \$30.00 for each course attended. Courses which have three parts must be taken in order.
Duration:	3 - 6 day courses Course dates run from April 1991 to March 1992. Contact ATII for exact course dates for specific subjects.
Location(s):	Iqaluit, NWT; Spence Bay, NWT; Cambridge Bay, NWT; Baker Lake, NWT; Pond Inlet, NWT; Panguitlung, NWT; Arviat, NWT; Cape Dorset, NWT; Rankin Inlet, NWT; Winnipeg, MAN. Not all courses are offered in all locations. Contact ATII for details.
Certification:	No formal certification.
Delivery Mode:	Seminars followed by take-home assignments.
Other information:	All workshops will take place in a residential setting. ATII is the coordinating group for Inuit management development. These courses can be credited to Arctic College's Management Studies program. 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



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

**Nunavut Sivuniksavut Program**

Subjects:	<p>Inuit Pre- and Post-Contact History Native Policy and the Treaty Process Land Claims Policy since 1969 Northern Development Since 1968 Political Economy of the North History, Mandates and Activities of Inuit Organizations The TFN Land Claim Computer Literacy Public Presentation</p>	<p>Inter-Personal Communications Group Decision Making Problem Solving Leadership Goal Setting/ Time Management Planning and Evaluation</p>
Prerequisites:	Must be 18 years of age or older	
Duration:	8 months, mid-September to mid-May	
Location(s):	Ottawa, Ontario	
Certification:	Graduates receive a College Certificate.	
Delivery Mode:	Classroom format	
Other information:	<p>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.</p>	
Contact:	<p>Mr. Morley Hanson/Mr. Murray Angus Nunavut Sivuniksavut 336 MacLaren Street OTTAWA, Ontario K2P 0M6</p> <p>Phone: (613) 234-5603 Fax: (613) 233-5565</p>	

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY****Administrative Systems, Public Administration Option for Native Organizations**

**Subjects:**

Economic Issues	Accounting
Management	Selection Interviewing
Government and Business	Marketing
Multimate Word Processing	Statistics for Business and Industry
Public Speaking Introduction	Reporting Writing
Basic Math of Finance	Municipal Planning
Software Applications	Microeconomics
Organizational Behaviour	Computer Applications
Problem Solving/Decision Making	Macroeconomics
Training and Development	Business Law
Directed Studies	Personnel Management
Labour Relations	Municipal Administration
Business Communications, Management Systems	Principles of Promotional Marketing
Municipal Law	Finance
Accounting for the Manager	Project Planning and Budgeting
(These are only sample subjects)	Managerial Finance
	Occupational Health and Safety

**Prerequisites:** High school graduation

**Duration:** 2 years

**Location(s):** BCIT Burnaby Campus, B.C., or site selected by Client

**Certification:** Jr. Certificate, Sr. Certificate, Diploma - all are accredited

**Delivery Mode:** Classroom format

**Other information:** 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  
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

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY****Administrative Systems for Native Organizations**

Subjects:	Micro Economics Management Government and Business Multimate Word Processing Business Law Introduction to Public Speaking Basic Mathematics of Finance Introduction to Technical Communications Software Applications Directed Project Macro Economics Organizational Behaviour Labour Relations Introduction to Marketing Bedford Accounting (These are only sample subjects)	Public Speaking and Oral Communications Statistics for Business and Industry Productivity Engineering Accounting Selection Interviewing Problem Solving/Decision Making Manpower Planning Systems Management Policy Reporting Personnel Management Public Relations Technical Communications Project and Budgetary
Prerequisites:	High school graduation	
Duration:	2 years	
Location(s):	BCIT Campus, or site selected by Client.	
Certification:	Accredited Diploma in Administration	
Delivery Mode:	Classroom format	
Other Information:	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 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	



**NATIVE EDUCATION CENTRE****Native Public Administration**

Subjects:	Introduction to Canadian Business AccountingBusiness Computer Literacy Practicum Effective Human Resource Supervision Applied Computer Applications Public Speaking	Business Communications Business Math Law and Native Legal Issues Applied Accounting Community Development Public Administration & Intergovernmental Relations
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**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.

**Duration:** 10 1/2 months

**Location(s):** Vancouver, B.C.

**Certification:** Certificate awarded on completion of program.

**Delivery Mode:** Classroom format

**Other information:** 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

NICOLA VALLEY INSTITUTE OF TECHNOLOGY

### **Administration Program**

Subjects:	Foundations of Employment Skills Public Speaking Introduction to Accounting Microeconomics Introduction to Computer Systems Marketing Band Business Development Personnel	First Nations Community Development Indian Studies Organizational Behaviour Technical Communications Math of Finance Law
Prerequisites:	High school or equivalent	
Duration:	1 or 2 years	
Location(s):	Merritt, B.C.	
Certification:	1 Year Accredited Certificate, 2 Year Accredited Diploma	
Delivery Mode:	Classroom format, practicum	
Other Information:	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	

**NORTHERN LIGHTS COLLEGE****Basic Band Management Skills**

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

Prerequisites:

Duration:           108 hours

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

Certification:      Certificate in Basic Band Management Skills

Delivery Mode:    Classroom format

Other  
information:       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



## THE UNIVERSITY OF BRITISH COLUMBIA, CENTRE FOR HUMAN SETTLEMENTS

### Planning and Management Courses

Subjects:	Planning for First Nations Self-Government Economic Development Planning First Nations Community and Social Services Planning	First Nations Planning Settlement Planning in Native Communities
Prerequisites:	No formal requirements	
Duration:	First Nations Planning - Introductory Course - 8 days - March 1992 Planning for First Nations Self-Government - 5 days - April 1992 First Nations Community and Social Services Planning - 5 days - June 1992 Economic Development Planning - 5 days - May 1992 Settlement Planning in Native Communities - 5 days - June 1992 (tentative dates only)	
Location(s):	UBC Campus, Vancouver, B.C.	
Certification:	No formal certification	
Delivery Mode:	Classroom format: lectures, small group discussions, problem solving exercises.	
Other Information:	These courses are limited to 30 students and are designed for individuals in management and leadership positions in bands, tribal councils, and native organizations.	
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	

**ALBERTA VOCATIONAL CENTRE - LESSER SLAVE LAKE****Band Administration**

Subjects:	Interpersonal Communications for Managers Personnel Administration Financial Management Computer Accounting Funding - Sources and Applications Community Planning	Stress and Time Management Public Speaking Parliamentary Procedures Political Science, Law 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.	
Duration:	20 weeks throughout the year according to client demand.	
Location(s):	Lesser Slave Lake, Alberta	
Certification:	Graduates receive a Certificate of Program Completion from Alberta Vocational Centre - Lesser Slave Lake.	
Delivery Mode:	Classroom format	
Other information:	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 Box 1508 HIGH PRAIRIE, Alberta T0G 1E0  Phone: (403) 523-6690 Fax: (403) 523-3303	

**BLUE QUILLS FIRST NATIONS COLLEGE - GRANT MACEWAN COLLEGE PROGRAMS****Management Studies Diploma - Business Administration**

Subjects:	Financial Math Principles in Economics Organizational Behaviour I and II Personnel Administration Business Finance Business Law	Marketing Principles of Management Accounting I and II Business Computer I and II Business Policy I and II
Prerequisites:	Alberta High School Diploma or equivalent, a skills appraisal, and an interview	
Duration:	1 or 2 years	
Location(s):	St. Paul, Alberta	
Certification:	1 Year Certificate or 2 Year Diploma	
Delivery Mode:	Classroom format, field placements	
Other information:	The Business Administration Program lays the foundation for a successful career in business.	
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	



**BLUE QUILLS FIRST NATIONS COLLEGE - GRANT MACEWAN COLLEGE PROGRAMS****Management Studies Diploma - Management Studies**

Subjects:	Management Human Resources Marketing Accounting Finance
Prerequisites:	Alberta High School Diploma or equivalent, a skills appraisal, and an interview
Duration:	1 or 2 years
Location(s):	St. Paul, Alberta
Certification:	1 Year Certificate, 2 Year Diploma
Delivery Mode:	Lectures, group work, case studies
Other information:	This program provides practical management training to prepare the student for the realities of the business world.
Contact:	Mr. Ron Szala Management Studies Coordinator and Instructor Blue Quills First Nations College Box 279 ST. PAUL, Alberta T0A 3A0  Phone: (403) 645-4455 Ext. 179

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**GRANT MACEWAN COMMUNITY COLLEGE - BUSINESS OUTREACH****Management Certificate**

Subjects:	Communications Business Computing Organizational Behavior Marketing Business Option	Economics Financial Math Principles of Management Management Accounting I & II
Prerequisites:	No academic credentials but students must successfully complete a Skills Appraisal exam before taking the Communications course.	
Duration:	2 - 4 years part-time evening study.	
Location(s):	Edmonton. Delivered at other locations and in condensed time lines upon request.	
Certification:	Certificate	
Delivery Mode:	Classroom.	
Other information:		
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	

**GRANT MACEWAN COMMUNITY COLLEGE - BUSINESS OUTREACH****Customized Business and Professional Development Workshops**

Subjects:	Business Writing Techniques Powerful Presentations Self Esteem Building Financial Management Microcomputer Software Training (Any other business topics requested)	Supervisory Skills Effective Meetings Dealing With Difficult People Team Building
Prerequisites:	No formal requirements. These seminars are specifically designed to meet the unique requirements of band managers, supervisors, support staff, administrators, and councillors.	
Duration:	Varying lengths, depending on workshops and participant needs.	
Location(s):	Any location.	
Certification:	Non-credit certificates granted to those who attend 80% of the class time.	
Delivery Mode:	Seminar/classroom format.	
Other information:	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	

**GRANT MACEWAN COMMUNITY COLLEGE - BUSINESS OUTREACH****Microcomputer Accounting Certificate**

Subjects:	Keyboarding Financial Accounting Computer Accounting Applications I and II Microcomputer Applications	Communications Management Accounting Business Computing Accounting Option Microcomputer Option
Prerequisites:	No academic credentials but students must successfully complete a Skills Appraisal exam before taking the Communications course.	
Duration:	2 - 4 years part-time evening study.	
Location(s):	Edmonton. Delivered at other locations and in condensed time lines upon request.	
Certification:	Certificate	
Delivery Mode:	Classroom	
Other information:		
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	



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**LAKELAND COLLEGE****Business Administration**

Subjects:	Communications Accounting Computing Law Economics Marketing/Sales
Prerequisites:	Alberta High School Diploma English 30 or 33, Gr. 12 math or equivalent. Admission is possible under the mature status admission policy.
Duration:	32 to 1600 hours.
Location(s):	St. Paul, Alberta Vermillion, Alberta Lloydminster, Saskatchewan
Certification:	Certification of participation for attendance. Mini certification for completion of required courses totalling 1600 hrs. 2 year Diploma.
Delivery Mode:	In-class Instruction, case studies, class projects, Distance delivery is also possible.
Other Information:	Courses and the mini certificate are transferable to the two year Diploma program. Students choose a 2nd year specialization or major: accounting, management, computer science, appraisal and assessment or agri business. Courses can be adapted for Native students.
Contact:	Manager 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****Band Administration and Management**

Subjects:	Subject areas are not yet developed.
Prerequisites:	High school matriculation or mature student status
Duration:	Certificate - one year; Diploma - two years
Location(s):	Maskwachees Cultural College, Hobbema
Certification:	College Certificate or Diploma
Delivery Mode:	Lectures, tutorials
Other Information:	A comprehensive certificate and diploma program will be established for commencement in the fall of 1992.
Contact:	Mr. Peter Hyde Dean, Department of Skills Training 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.
- Duration:** 20-day workshop with four 5-day training sets.
- Location(s):** St. Albert, Alberta
- Certification:** A certificate is awarded upon the completion of the program.
- Delivery Mode:** Lectures, field placement
- Other information:** 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

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

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

Contact: Ms. Phyllis Nault  
Training Coordinator  
The Nechi Institute of Drug and Alcohol Education  
Box 3884, Postal Station D  
EDMONTON, Alberta  
T5L 4K1



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**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY****Contract Services**

Subjects:	Introduction to Microcomputers Word Processing Computerized Accounting Meeting and Conference Skills	On-reserve Small Business Development Business Communications Other management- related courses as requested
Prerequisites:	No formal requirements	
Duration:	Varies according to the need	
Location(s):	On-site N.A.I.T. - Main Campus - Edmonton, Alberta N.A.I.T. - Westerra Campus - Stony Plain, Alberta	
Certification:	Non-credit certificate	
Delivery Mode:	Seminars	
Other information:	N.A.I.T. 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 N.A.I.T. Seminars and Conferences 11762 - 106 Street EDMONTON, Alberta T5G 2R1  Phone: (403) 471-7585 Fax: (403) 471-8583	

**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY****IMD - Band Accountants Training Program**

Subjects:	Accounting Keyboarding Lotus 1-2-3 Introduction Laser Jet Printers ACCPAC A/R & A/P Servicing & Troubleshooting Your PC ACCPAC Canadian Payroll	Business Math IBM PC-DOS Lotus 1-2-3 Intermediate ACCPAC General Ledger Data Ease Budgeting and Auditing ACCPAC Inventory Control
Prerequisites:	No formal requirements	
Duration:	Four 1-week quarters (3 days/week, every second week)	
Location(s):	On-site N.A.I.T. - Main Campus - Edmonton, Alberta N.A.I.T. - Westerra Campus - Stony Plain, Alberta	
Certification:	Non-credit Continuing Education Certificate (Accounting, Business Math have credit to N.A.I.T. diploma program)	
Delivery Mode:	Lecture, labs	
Other information:	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 Manager N.A.I.T. Seminars and Conferences 11762 - 106 Street EDMONTON, Alberta T5G 2R1  Phone: (403) 471-7585 Fax: (403) 471-8583	

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**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY****IMD - Basic Business Management Program**

Subjects:	Communication Skills Time Management & Goal Setting Personnel Management	Interpersonal Skills Problem Solving and Decision Making
Prerequisites:	No formal requirements however this program is geared to Band Councillors and Administrators.	
Duration:	5 days	
Location(s):	On-site N.A.I.T. - Main Campus - Edmonton, Alberta N.A.I.T. - Westerra Campus - Stony Plain, Alberta	
Certification:	Basic Business Management Continuing Education Certificate	
Delivery Mode:	Lectures, seminars	
Other Information:	Scheduling is on an as-needed basis.	
Contact:	Mr. Percy Woods Manager N.A.I.T. Seminars and Conferences 11762 - 106 Street EDMONTON, Alberta T5G 2R1  Phone: (403) 471-7585 Fax: (403) 471-8583	

**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY****Indian Management Development Seminar Series**

Subjects:	Time Management & Goal Setting Managing Change & Organizational Development Dealing With the Public Dealing With Difficult People Effective Public Speaking Problem Solving and Decision Making Negotiation Skills	Meeting Skills Management Accounting for Decision Making Proposal Writing Accounting for Non-Accountants Budgeting, Forecasting & Long Term Planning 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.	
Duration:	1 day	
Location(s):	On-site N.A.I.T. - Main Campus - Edmonton, Alberta N.A.I.T. - Westerra Campus - Stony Plain, Alberta	
Certification:	Non-credit certificate	
Delivery Mode:	Seminars	
Other information:		
Contact:	Mr. Percy Woods Manager N.A.I.T. Seminars and Conferences 11762 - 106 Street EDMONTON, Alberta T5G 2R1  Phone: (403) 471-7585 Fax: (403) 471-8583	



**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY****Managing the Development Process**

Subjects:	Management Project Management Organizations and Organizing Communication The Law and Bands Labour Law Accounting Accountability and Control	Decision Making Planning Working with People Policies and Administration Contract Law Community Development Computer Literacy
Prerequisites:	No formal requirements. These seminars are directed at and designed for Band Councillors, Band Managers, and administrative support personnel.	
Duration:	17 months (3 classroom days and 4 on-the-job consultation days per band per month)	
Location(s):	On-site N.A.I.T. - Main Campus - Edmonton, Alberta N.A.I.T. - Westerra Campus - Stony Plain, Alberta	
Certification:	Non-credit certificate	
Delivery Mode:	Seminars	
Other information:		
Contact:	Mr. Percy Woods Manager N.A.I.T. Seminars and Conferences 11762 - 106 Street EDMONTON, Alberta T5G 2R1  Phone: (403) 471-7585 Fax: (403) 471-8583	

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**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY****Customized Courses in Band Management**

Subjects:	Interpersonal Communications Accounting Band Management Paramedic Oil and Gas Accounting Team Building	Train the Trainer Decision Making Office Management Personnel Management Time Management Customer Service
Prerequisites:	Varies depending on the course and band needs.	
Duration:	Varies depending on the course and band needs.	
Location(s):	On the reserve	
Certification:	Successful students receive a certificate.	
Delivery Mode:	Teleconferencing, classroom format	
Other information:	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	

UNIVERSITY OF ALBERTA

**School of Native Studies**

- Subjects: Community Research Methods  
Native Land Use Research and Planning  
Community-based Research
- Prerequisites: Community Research Methods - NS 211  
Native Land Use Research and Planning - NS 211 and NS 330  
Community-based Research - NS 390
- Duration: One term per course
- Location(s): Edmonton, Alberta
- Certification: Bachelor of Arts degree in Native Studies
- Delivery Mode: Seminars
- Other information: If students are only interested in taking one or two courses, they will have to register as an unclassified student.
- 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

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UNIVERSITY OF LETHBRIDGE - CENTRE FOR ABORIGINAL MANAGEMENT EDUCATION  
AND TRAINING (CAMET)

**Aboriginal Government Manager Training**

Subjects:	First Level Supervisor Middle Manager Senior Manager Band-Owned Corporation Chief Executive Band Council Orientation
Prerequisites:	Basic literacy recommended
Duration:	First Level Supervisor - 15 workshop days Middle Manager - 15 workshop days Senior Manager - 15 workshop days Band-Owned Corp. Chief Executive - 15 workshop days Band Council Orientation - 2 to 4 workshop days
Location(s):	Lethbridge and Native communities across Canada
Certification:	Recognition of Training Certificate
Delivery Mode:	Series of short workshops
Other information:	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, but who wish management education and training.
Contact:	Mr. Rick Hinton Director, Centre for Management Education & Training (CAMET) Faculty of Management The University of Lethbridge 4401 University Drive LETHBRIDGE, Alberta T1K 3M4  Phone: (403) 329-2114 Fax: (403) 329-2038



UNIVERSITY OF LETHBRIDGE - CENTRE FOR ABORIGINAL MANAGEMENT EDUCATION  
AND TRAINING (CAMET)

**Native Entrepreneurship Training**

Subjects:	Operations Accounting Marketing Business Plan Strategy Finance
Prerequisites:	Basic literacy recommended
Duration:	Basic (Operations and Accounting) - 7 weeks, full time Intermediate (Marketing, Business Plan) - 15 workshop days Advanced (Strategy and Finance) - 15 workshop days
Location(s):	Lethbridge and Native communities across Canada
Certification:	Recognition of Training Certificate
Delivery Mode:	Series of short workshops
Other information:	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, but who wish management education and training.
Contact:	Mr. Rick Hinton Director, Centre for Management Education & Training (CAMET) Faculty of Management The University of Lethbridge 4401 University Drive LETHBRIDGE, Alberta T1K 3M4  Phone: (403) 329-2114 Fax: (403) 329-2038

UNIVERSITY OF LETHBRIDGE - CENTRE FOR ABORIGINAL MANAGEMENT EDUCATION  
AND TRAINING (CAMET)

**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

Duration:

Location(s):       Lethbridge and Native communities across Canada

Certification:     Recognition of Training Certificate

Delivery Mode:    Series of short workshops

Other  
information:       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, but who wish management education and training.

Contact:           Mr. Rick Hinton  
                      Director, Centre for Management Education (CAMET)  
                      Faculty of Management  
                      The University of Lethbridge  
                      4401 University Drive  
                      LETHBRIDGE, Alberta  
                      T1K 3M4

Phone: (403) 329-2114  
Fax: (403) 329-2038

THE UNIVERSITY OF LETHBRIDGE

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

Subjects:	Raising Capital and Money Management in Aboriginal Communities & Organizations Public Finance: Policy & Procedures Regarding Aboriginal Peoples Small Business Management Organization and Design of Aboriginal Business Enterprises and Economic Development Projects Administrative Systems of Aboriginal Governments	Socio-Economic Planning in Aboriginal Comm. Cooperative Management Strategies of Aboriginal Peoples Native Law and Economic Development Applied Study (Supervised on-the- job training), or Independant Study, or Professional Consulting
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Prerequisites: 2 years of Arts and Sciences, some courses required.

Duration: Four year program.

Location(s): University of Lethbridge

Certification: Bachelor of Management Degree

Delivery Mode: Classroom format with some labs.

Other  
information:

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

## THE UNIVERSITY OF LETHBRIDGE

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

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

Duration: 3 terms (can be completed in one year)

Location(s): University of Lethbridge

Certification: Certificate in Management

Delivery Mode: Classroom format

Other  
Information:

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

## SASKATCHEWAN INDIAN FEDERATED COLLEGE, UNIVERSITY OF REGINA - SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

### Bachelor of Administration Degree

Subjects:	The Principles of Indian Law General Band Administration & Principles of Band Management Band Planning Negotiation Indian Business Law Indian Public Administration Planning and Control in Indian Public Organizations Physical Resources	Traditional Foundations of Indian Studies Band Business Development Indian Reserve Economic Planning Politics & the Canadian Indian Introduction to Growth and Development
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Subjects depend on which area of concentration is chosen: Business Administration, Public Administration or Development Administration

Prerequisites: High school graduate or permission of SIFC.

Duration: 128 credit hours (32 classes)

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

Certification: Bachelor of Administration

Delivery Mode: Classroom format - case method

Other  
information:

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



## SASKATCHEWAN INDIAN FEDERATED COLLEGE, UNIVERSITY OF REGINA - SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

### Diploma of Associate in Administration

Subjects:	Introduction to Administration and Organizational Behaviour Marketing Introduction to Quantitative Analysis & Operations Management Managerial Finance	Introduction to Financial Accounting Personnel Administra- tion & Industrial Relations Introduction to Managerial Accounting
Prerequisites:	High school graduate or permission of SIFC.	
Duration:	The diploma requires sixteen classes (64 credit hours) to be taken in two years of full time study or longer through part- time enrolment.	
Location(s):	Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.	
Certification:	Bachelor of Administration	
Delivery Mode:	Classroom format - case method	
Other information:		
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	

## SASKATCHEWAN INDIAN FEDERATED COLLEGE, UNIVERSITY OF REGINA - SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

### Certificate in Administration Offered through SIFC Extension

Subjects:	Introduction to Administration & Organizational Behaviour Band Business Development Indian Public Administration Introduction to Financial Accounting	General Band Administration & Principles of Band Management Band Planning
Prerequisites:	High school graduate or permission of SIFC.	
Duration:	The Certificate in Administration requires four classes (16 credit hours) and takes from one to four semesters to complete.	
Certification:	Certificate In Administration	
Location(s):	Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.	
Delivery Mode:	Classroom format - case method	
Other information:		
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	

## SASKATCHEWAN INDIAN FEDERATED COLLEGE, UNIVERSITY OF REGINA - SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

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

Subjects:	Introduction to Administration and Organizational Behaviour Introduction to Microeconomics Introduction to Computers General Band Administration and Principles of Band Management Band Business Development	Introduction to Financial Accounting Literature and Composition General Band Planning Indian Public Administration
Prerequisites:	High school graduate or permission of SIFC	
Duration:	This certificate requires 8 classes (32 credit hours) over 2 semesters of full time study, or longer if on a part-time basis.	
Certification:	Certificate in Continuing Education	
Location(s):	Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.	
Delivery Mode:	Classroom format - case method	
Other information:	Other approved University credit classes accepted.	
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	

**SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES****Business Administration Training program**

Subjects:	Accounting Data Processing Communications Economics Mathematics of Finance Management Statistics Marketing Taxation Money and Banking Managerial Accounting	Organizational Business Industrial Relations Retailing Salesmanship Credit and Collections Finance Small Business Purchasing Administration Commercial Law
Prerequisites:	Grade 12, GED XII, ABE XII, and one year out of school.	
Duration:	2 years	
Location(s):	Prince Albert, Saskatchewan	
Certification:	Accredited Diploma in Business Administration from Palliser Campus, Moose Jaw Saskatchewan Institute of Applied Science and Technologies	
Delivery Mode:	Lectures, workshops, labs, tours, 8 week practicum	
Other information:	Classes from Business Administration are portable towards Bachelor of Commerce (Finance), Certified Management Accountant (CMA), Certified General Accountant (CGA); exemptions granted at University of Lethbridge towards Indian Management Degree.	
Contact:	Mr. Walter Isbister Saskatchewan Indian Institute of Technologies Business Administration Training Program 340 - 22nd Street East PRINCE ALBERT, Saskatchewan S6V 1N4  Phone: (306) 764-9347	

## TOUCHWOOD FILE HILLS QU'APPELLE TRIBAL COUNCIL

### Indian Business Management Program

Subjects:	Accounting Micro Economics Retailing Organizational Behaviour Mathematics of Finance Credit and Collections Finance Administration Small Business Money and Banking Industrial Relations	Data Processing Communications Salesmanship Commercial Law Macro Economics Marketing Statistics Managerial Accounting Purchasing Taxation
Prerequisites:	Academic Grade 12, ABE 12, GED 12 with a strong aptitude for Algebra and English.	
Duration:	2 years - starts September of each year	
Location(s):	Fort Qu'Appelle, Saskatchewan	
Certification:	Successful students receive a Diploma in Applied Arts in Administration.	
Delivery Mode:	Classroom format, 8 week practicum	
Other information:	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	

**ASSINIBOINE COMMUNITY COLLEGE****Community Social Development Worker Program**

Subjects:	Learning and Study Skills Community Resources Government and the Law Social Psychology Written Communications Native Studies Community Development Administrative Procedures Counselling and Interviewing Practicum Seminar	Practicum Interpersonal Communication Community Proposals and Projects Community Recreation Computer Literacy Community Issues Financial Control in Community Organizations
Prerequisites:	Mature students with several years work experience. Applicants should be functioning at the Grade 10 level.	
Duration:	10 months, starting September	
Location(s):	Brandon, Manitoba	
Certification:	Successful students receive a certificate.	
Delivery Mode:	Classroom format, practicum	
Other information:	Instruction focuses on assisting individuals in native communities. The main area of employment will be found with employers who serve native people.	
Contact:	Mr. Bob McTaggart Chairperson 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 Economics Business Communications Electronic Data Processing Mathematics Organizational Behaviour Public Administration	Community Development Report Writing Research Methods Cross Cultural Issues Law Finance Personnel Management
Prerequisites:	Mature students over 20 years of age, or those individuals with 7 high school credits, 2 of which must be Math 100 or 101 and English 100 or 101.	
Duration:	40 weeks of 5 eight-week modules	
Location(s):	The Pas, Manitoba	
Certification:	Certificate of Attainment in Band and Northern Communities Administration	
Delivery Mode:	Lectures, workshops, and practical	
Other information:	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	

**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, and 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.
- Duration:** The program is organized into fifteen week-long modules which are offered in regional centres in Manitoba and Northwestern Ontario over a two year period.
- Location(s):** Regional centres in Manitoba and Northwestern Ontario.
- Certification:** Participants who complete the eight required courses are granted a Certificate in the Management of Community, Economic and Organization Development.
- Other Information:** The University of Manitoba offers a unique senior management development program designed for those individuals responsible for leadership within bands, 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

**YELLOWQUILL COLLEGE****Business Administration**

Subjects:	Accounting Law Principles of Management Business Communications	Computer Application Marketing Economics 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.	
Duration:	2 years including a 2 month practicum in a business setting.	
Location(s):	Portage la Prairie, Manitoba	
Certification:	Upon successful completion of the program, the student will receive a Business Administration Diploma specializing in Tribal/Band Community Administration.	
Delivery Mode:	Lectures, work experience	
Other information:	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	

**YELLOWQUILL COLLEGE****Business and Office Skills Program**

Subjects:	Bookkeeping Typing Business Math Topics in Management Word Processing Native Studies	Business Communications Records Management Automated Office Machines Business Law 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.	
Duration:	2 years including practicum	
Location(s):	Portage la Prairie, Manitoba	
Certification:	A certificate in Clerical Office Skills upon the completion of the first year. A Diploma in Secretarial Science upon the completion of the second year.	
Delivery Mode:	Lectures, application, and practicum	
Other information:	The program prepares students to work as clerk typists, bookkeepers, payroll clerks, or executive secretaries.	
Contact:	Ms. Elaine Janz Yellowquill College P.O. Box 1599 Crescent Road West PORTAGE LA PRAIRIE, Manitoba R1N 3P1  Phone: (204) 239-1570 Fax: (204) 857-4272	

**YELLOWQUILL COLLEGE****Native Economic Development Program**

Subjects:	Business Communication Computer Application Financial Administration Personnel Administration	Band Management Economic Development Native Studies
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.	
Duration:	12 months with 2 months designed for summer work practicum.	
Location(s):	Portage la Prairie, Manitoba	
Certification:	Upon the completion of the program, participants will receive a certificate in Native Economic Development.	
Delivery Mode:	Lectures, workshops, and practicum	
Other information:	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	

**YELLOWQUILL COLLEGE****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.
- Duration:**       2 years including practicum
- Location(s):**     Portage la Prairie, Manitoba, or on-site
- Certification:**   Certification in Social Service Administration upon the completion of the first year. Diploma in Social Service Administration upon the completion of the second year.
- Delivery Mode:**   This program is a combination of classroom lectures and on- the-job training; students will be trained for one week and return to their work stations for the remaining three weeks of every month.
- Other Information:** This program is offered as a cooperative project with Assiniboine Community College of Brandon, Manitoba.
- 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



**YELLOWQUILL COLLEGE****Specialized Seminars and Workshops**

Subjects:	Decision Making Proposal Writing Computer Accounting Public Relations for Managers Cross Cultural Training	Word Processing/ Application Leadership Group Dynamics
Prerequisites:	Varies as to different workshops.	
Duration:	Varies as to identified objectives.	
Location(s):	Portage la Prairie, Manitoba, or on site.	
Certification:	A Certificate of Achievement is awarded to graduates.	
Other information:	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	

ANIGAWNCIGIG INSTITUTE

**Native Economic Development and Small Business Management**

Subjects:	Accounting Community Development Computer Literacy Small Business Management Mathematics	Communications Economic Development Field Placement Leadership Skills Cultural Awareness
Prerequisites:	Grade 10 or equivalent, or mature student status	
Duration:	44 weeks	
Location(s):	Peterborough, Ontario	
Certification:	Certificate from Anigawncigig Institute	
Delivery Mode:	Classroom format, 11 weeks on-the-job training	
Other information:	These accredited courses reflect a dual goal of native entrepreneurship and community economic development.	
Contact:	Mrs. N.G. Belfry Executive Director Anigawncigig Institute 267 Stewart Street PETERBOROUGH, Ontario K9J 3M8  Phone: (705) 748-1780	

BIG TROUT LAKE

**Big Trout Lake Training Program**

Subjects:	Economic Development Bookkeeping Accounting Financial Management Word Processing Computers Newsletter Production Writing	Life Skills Communications - Theory Business Media and Native Studies Native Language Modern Indian Psychology
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Prerequisites: No formal requirements

Duration: 41-week certificate program

Location(s): Big Trout Lake, Ontario

Certification: Non-credited certificate awarded to successful students.

Delivery Mode: Classroom format.

Other information: 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 - WABNODE INSTITUTE**
**First Nations Land Management**

Subjects:	Native Culture and Heritage Introduction to Lands Management Self Determination for First Nations Introduction to Microcomputers Introduction to Canadian Government Field Practicum I and II: Practical Application in the Workplace Contracts and Agreements Introduction to Accounting and Financial Statements Investment Management Law I and II	English I - Comprehensive Language Skills English II - Business and Technical Communication Reserve Land Management and Legislation Sociology of Community Life Land Acquisitions and Research Organizational Behaviour Land Use and Negotiating Strategies Valuation of Land
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma (30 credits), or its equivalent, or mature student status (19 years of age).	
Duration:	4 semesters	
Location(s):	Sudbury, Ontario	
Certification:	First Nations Land Management Diploma	
Delivery Mode:	Lectures, handouts, video, guest speakers and field practicum Full time - on-campus Part time - Distance Education	
Other information:	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 Department Secretary Cambrian College - Wabnode Institute SUDBURY, Ontario P3A 3V8 Phone: (705) 566-8101 Ext. 7833	

CAMBRIAN COLLEGE - WABNODE INSTITUTE

**General Arts and Science Program - Native**

Subjects:	<p>Study, Reading and Research Skills</p> <p>Modern Science</p> <p>Mathematics</p> <p>Introduction to Canadian Native Peoples</p> <p>Culture and Heritage</p> <p>Introduction to Ojibwe Language</p> <p>Self Awareness</p> <p>Self Determination for First Nations</p>	<p>General Science Physics</p> <p>Introduction to Communication</p> <p>Mathematics for Science and Technology</p> <p>General Science</p> <p>Chemistry</p> <p>Contemporary Native Concerns</p> <p>Career Planning</p>
Prerequisites:	<p>The minimum requirement for admission is Ontario Secondary School Diploma (30 credits), or its equivalent, or mature student status (19 years of age).</p>	
Duration:	<p>1 year</p>	
Location(s):	<p>Sudbury, Ontario</p>	
Certification:	<p>Certificate of Achievement is awarded to graduates.</p>	
Delivery Mode:	<p>Lectures, handouts, video, guest speakers.</p>	
Other information:	<p>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.</p>	
Contact:	<p>Ms. Heather Debassige            Department Secretary            Cambrian College - Wabnode Institute            SUDBURY, Ontario            P3A 3V8</p> <p>Phone: (705) 566-8101 Ext. 7833</p>	

CARLETON UNIVERSITY

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

Subjects:	Principles of Community Economic Development Program Management Program Administration Business Plan Strategic Planning Organizational Development Cultural Approaches	Reading a Financial Statement Community Profiles Economic Analysis Management Techniques Training and Development Sources of Funding
Prerequisites:	Designed for practitioners and community leaders.	
Duration:	4 sessions, 1-2 weeks in duration or 4 sessions, 1-2 days in duration	
Location(s):	On reserves throughout Ontario and Québec	
Certification:	Still under development	
Delivery Mode:	Certificate granted upon completion of course	
Other information:	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	



**THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY****Band Clerk**

Subjects:	Fundamentals of Typing Business Communications Office Procedures Business English Business Mathematics Band Council Resolutions	One Write System and Audits Legislation Accountable Contributions Band Administration (currently in revision)
Prerequisites:	No formal requirements	
Duration:	Varies upon each workshop	
Location(s):	Home and group study	
Certification:	Certificate of completion if the student is registered with the College.	
Delivery Mode:	Group discussions, tele-conferences	
Other information:	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	

THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

**Band Management**

Subjects:	Administration Band Council Resolutions Office Management Business Communications Accountable Contributions	Committee Meetings One Write System and Audits Band Enterprises
Prerequisites:	No formal requirements	
Duration:	Varies upon each workshop	
Location(s):	Home and group study	
Certification:	Certificate of completion if the student is registered with the College.	
Delivery Mode:	Group discussions, tele-conferences	
Other Information:	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	

THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Diploma in Business Band Management

Subjects:	Accounting Mathematical Skills Development Communications Native Spec. Legislation Sociology and Community Life Committee Meetings and Minutes Introduction to Computers Government Structure and Function Proposals and Fund Raising Business Mathematics Topics in Native Management	Entrepreneurship Introduction to Business Law Planning and Scheduling Introduction to Economic Development Personnel Management Bands and Native Organizations Microcomputer Application Management Psychology Small Business Management
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Prerequisites: Grade twelve or mature student status

Duration: 2 years

Location(s): Thunder Bay, Ontario

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

Delivery Mode: Lectures, simulations, pragmatic applications, case studies, audio visual aides, guest speakers

Other Information: Confederation College is an accredited institution approved by the Ministry of Colleges and Universities. 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

THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

**General Vocational Preparation**

Subjects:	Contemporary Social Issues Facing Native People I and II Science I & II Conversational Ojibway, Cree, Oji-Cree Native Literature	Language Development I & II Mathematical Skill Development I & II Study Skills Effective Reading
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Prerequisites: Grade 10 education or equivalent

Duration: 2 semesters

Location(s): Home community through Distance Education Methodology

Certification: Graduates of this Program receive a Post-Secondary Certificate

Delivery Mode: Group discussions, tele-conferences

Other  
information: 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. 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 or 1-800-465-5005 Ext. 346

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 -	
Councillors, Chiefs, and	
Committees	

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

Duration: Band Management I - 12 weeks  
Band Management II - 12 weeks  
Band Management IV - 36 weeks

Location(s): Sarnia, Ontario

Certification: Band Management Certificate

**Delivery Mode:** Field trips, classroom format, guest speakers

Other information: 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

LAMBTON COLLEGE OF APPLIED ARTS & TECHNOLOGY - SOUTHWEST ENTERPRISE CENTRE

**Entrepreneurial Training**

Subjects:	Small Business Environment The Business Plan - Marketing - Organization - Operations - Financial Planning	Self-Employment Option Start-Up
Prerequisites:	18 years of age, Grade 12 preferred, interest in pursuing business ownership or career	
Duration:	16 - 20 weeks, full time, day courses	
Location(s):	On-reserve preferred	
Certification:	Certificate awarded to those who successfully complete the program.	
Delivery Mode:	Mini-lectures, resource people, simulations, individual and group assignments, presentations, on-the-job training with small business owner/manager as mentor.	
Other information:	Lambton College offers courses to bands in Lambton County upon request.	
Contact:	Mr. Peter Coate Manager Southwest Enterprise Centre 265 N. Front Street, Suite 209 SARNIA, Ontario N7T 7X1  Phone: (519) 542-7751 Fax: (519) 332-6583	



**LAMBTON COLLEGE OF APPLIED ARTS & TECHNOLOGY - SOUTHWEST ENTERPRISE CENTRE****Native Economic Development and Small Business Management**

Subjects:	Leadership Communications Computer Applications Accounting	Community Economic Development Small Business Management
Prerequisites:	18 years of age, grade 12 preferred	
Duration:	11 months, full time, day course	
Location(s):	On or off reserve	
Certification:	A certificate is awarded to those who successfully complete the program.	
Delivery Mode:	Lectures, guest speakers, individual group assignments, 6 weeks on-the-job training	
Other information:	Lambton College offers courses to bands in Lambton County upon request.	
Contact:	Mr. Peter Coate Manager Southwest Enterprise Centre 265 N. Front Street, Suite 209 SARNIA, Ontario N7T 7X1  Phone: (519) 542-7751 Fax: (519) 332-6583	

Subjects:	Cash Flow Human Resource Management Other topics as required.	Inventory Control Advertising
Prerequisites:	18 years of age. Must be a member of an Indian Reserve. Must own and/or operate a business.	
Duration:	Flexible to the needs of the participants.	
Location(s):	On Reserve.	
Certification:	Certificate awarded to those who successfully complete the program.	
Delivery Mode:	Classroom, lecture, workshop.	
Other information:	Course curriculum is decided by a survey of business owners.	
Contact:	Mr. Peter Coate Manager Southwest Enterprise Centre 265 N. Front Street, Suite 209 SARNIA, Ontario N7T 7X1  Phone: (519) 542-7751 Fax: (519) 332-6583	

LAMBTON COLLEGE OF APPLIED ARTS & TECHNOLOGY - SOUTHWEST ENTERPRISE  
CENTRE

**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.
Duration:	11 months, part-time day (6 hours/week)
Location(s):	On-site at band administration.
Certification:	Administration/Management Skills Certificate.
Delivery Mode:	Classroom format, lectures, workshops, guest speakers, computer labs.
Other information:	Course available upon request.
Contact:	Mr. Peter Coate Manager Southwest Enterprise Centre 265 N. Front Street, Suite 209 SARNIA, Ontario N7T 7X1  Phone: (519) 542-7751 Fax: (519) 332-6583

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
- Duration: 5 days
- Location(s): To be set upon request.
- Certification: No formal certification.
- Delivery Mode: A seminar divided into components which includes lectures, discussions and case studies.
- Other information: 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

MCMASTER UNIVERSITY

### **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
Duration:	5 days
Location(s):	To be set upon request
Certification:	No formal certification
Delivery Mode:	A seminar divided into components which includes lectures, discussions, and case studies.
Other Information:	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

**NORTHERN COLLEGE****Native Core Program**

Subjects:	Basic Communication and Leadership Skills I and II Introduction to Community Development I and II Native Studies I and II Becoming a Master Student I	Canadian Government and the Law I and II Introduction to Health Awareness I and II Mathematics Keyboarding I and II
Prerequisites:	High school graduation, mature student status	
Duration:	2 semesters (32 weeks)	
Location(s):	South Porcupine (Timmins), Ontario	
Certification:	One year certificate	
Delivery Mode:	Classroom format	
Other information:	The objective of this program is to provide confidence to Native students for continuing studies.	
Contact:	Ms. Sophie McKeown Northern College Porcupine Campus P.O. Box 2002 SOUTH PORCUPINE, Ontario P0N 1H0  Phone: (705) 235-3211 Fax: (705) 235-7279	



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 Administration and Policy Studies.
- Prerequisites:** Equivalent of Ontario Grade 12 or a mature student.
- Duration:** 3 years
- 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.
- Delivery Mode:** Lectures, seminars, workshops
- Other Information:** 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

TRENT UNIVERSITY

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

Subjects:	Fundamentals of Accounting Management In Native Organizations Native Economic Development	Introduction to Marketing Entrepreneurship Canadian Small Business
Prerequisites:	Equivalent of Ontario Grade 12 or a mature student	
Duration:	2 years	
Location(s):	Peterborough, Ontario	
Certification:	Diploma upon completion of 8 to 8 1/2 courses, 7 which are university credit courses	
Delivery Mode:	Lectures, seminars, workshops	
Other information:	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	

TRENT UNIVERSITY

## **Honours Degree Program in Administration Studies**

<b>Subjects:</b>	<p>Introductory Economic Analysis            Introduction to Management                in Native Organizations            Accounting            Microeconomic Theory            Macroeconomic Theory            Administration and Policy            Native Community Development</p>	<p>Native Economic            Development            Entrepreneurship and            Canadian Small            Business            Managerial Planning and            Control            Strategic Management</p>
<b>Prerequisites:</b>	70% at end of first year of study	
<b>Duration:</b>	4 years	
<b>Location(s):</b>	Peterborough, Ontario	
<b>Certification:</b>	Honours Bachelor of Administration Studies (Native Management and Economic Development Studies Emphasis)	
<b>Delivery Mode:</b>	Lectures, seminars, workshops	
<b>Other Information:</b>	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.	
<b>Contact:</b>	<p>Mr. Peter Kulchyski, Chair            Department of Native Studies            Native Management and Economic Development Program            Trent University            PETERBOROUGH, Ontario            K9J 7B8</p> <p>Phone: (705) 748-1310</p>	

TRENT UNIVERSITY

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

- Subjects:** Economic Development and Management areas
- Prerequisites:** High school graduation or equivalent
- Duration:** 2 years
- Location(s):** Peterborough, Ontario
- Certification:** Master of Arts (MA) in Canadian Heritage and Development Studies (Native Studies emphasis)
- Delivery Mode:** Lectures, seminars, workshops
- Other information:** 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  
Department of Native Studies  
Native Management and Economic Development Program  
Trent University  
PETERBOROUGH, Ontario  
K9J 7B8
- Phone: (705) 748-1310

ÉGEP DE SEPT-ÎLES

**Culture Innu & société**

- Matières :**
- 12 cours obligatoires : Français (séquence particulière), Philosophie, éducation physique.
  - 12 cours de concentration : Anthropologie, Psychologie, Sociologie, Histoire, économie, Mathématiques ou Sciences politiques.
  - 4 cours complémentaires : au choix.
- Prérequis :** Avoir complété ses études secondaires.
- Durée :** 4 sessions - 15 semaines par session.
- Localisation(s) :** Sept-Îles (Québec).
- Attestation :** Diplôme d'études collégiales.
- Mode de prestation :** Cours (l'enseignement est dispensé en français)
- Autres enseignements :**
- 1.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);
  - 2.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;
  - 3.Le nouveau programme est désormais accessible à l'ensemble des étudiants (autochtones et non- autochtones);
  - 4.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)  
Télécopieur : (418) 962-2458

## CÉGEP DE SEPT-ÎLES

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

Matières :	Formation secondaire : Français, Anglais, Philosophie, Mathématiques, Chimie, Physique, Biologie, Économique.  Formation collégiale : Français, Philosophie, Éducation physique, Méthodologie de recherche, Choix de carrière.
Prérequis :	-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).
Durée :	2 sessions (15 semaines par session).
Localisation(s) :	Sept-Îles (Québec).
Attestation :	Diplôme d'études secondaires; Attestation d'études de niveau collégial.
Mode de prestation :	-L'enseignement est dispensé en français; -Enseignement individualisé (partie secondaire); -Cours réguliers (partie collégiale); -Chaque cohorte de 25 étudiants forme un groupe stable et homogène tout au long de sa formation.
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) Télécopieur : (418) 962-2458



**INSTITUT DE FORMATION AUTOCHTONE DU QUÉBEC****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

Prérequis :            Aucun

Durée :                3 à 4 jours chacun pour chaque matière.

Localisation(s) :    N'importe où au Canada

Testation :           Unités d'éducation continue

Mode de  
testation :           Séminaires et ateliers

Autres  
enseignements :    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  
                         234, rue St-Louis, 1er étage  
                         LORETTEVILLE, Québec  
                         G2B 1L4

Tél.: (418) 843-6857 ou 1-800-463-2365

Télécopieur: (418) 843-7339

**NATIVE TRAINING INSTITUTE OF QUÉBEC**

**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:**

**Duration:** 3 - 4 days each

**Location(s):** Anywhere in Canada

**Certification:** Continuing education units

**Delivery Mode:** Seminars and workshops

**Other information:** Possible association with other training institutions outside Québec

**Contact:** Native Training Institute of Quebec  
234 St-Louis Street, 1st floor  
LORETTEVILLE (Québec)  
G2B 1L4

Tel.: (418) 843-6857 or toll free 1-800-463-2365  
Fax.: (418) 843-7339

**INSTITUT DE FORMATION AUTOCHTONE DU QUÉBEC**

**Administration en milieu autochtone**

- Matières :** -16 cours : détails sur demande  
-Les étudiants ont le choix parmi les spécialisations suivantes : gestion de projets, gestion d'entreprises, gestion d'une bande ou d'un organisme et gestion du développement économique.
- Prérequis :** -Secondaire 5 ou l'équivalent  
-Remplir un questionnaire d'évaluation des connaissances  
-Réussir l'entrevue de sélection
- Durée :** 52 semaines : 30 semaines de formation théorique, 22 semaines de stage
- Localisation(s) :** Formation théorique : Québec ou les environs  
Stages : dans un organisme autochtone
- Attestation :** Attestation d'études collégiales (AEC)
- Méthode de prestation :** -Pédagogie de l'éducation des adultes  
-Approche participative se traduisant par l'étude de cas, les mises en situation, le travail en atelier, des visites industrielles, des mini-conférences, etc.  
-Encadrement pédagogique et social privilégié
- Autres enseignements :** -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  
Télécopieur : (418) 843-7339

## NATIVE TRAINING INSTITUTE OF QUÉBEC

### Management in a Native Environment

Subjects:	16 courses: details available on request  Students have a choice of the following areas of specialization: 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
Duration:	52 weeks: 30 weeks theoretical training - 22 weeks of practicum
Location(s):	Theory: Quebec Practicum: In a native organization
Certification:	College certification
Delivery Mode:	Adult education approach. Participatory approach is expressed by case studies, simulations, meetings, industrial visits, speeches, etc. Highly personalized academic and social support
Other information:	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

**INSTITUT DE FORMATION AUTOCHTONE DU QUÉBEC****Initiative d'entrepreneuriat**

- Matières :** Détails sur demande
- Prérequis :** -Bonne scolarité, porte motivation, projet d'affaires réaliste et idéalement avoir déjà entrepris certaines démarches.
- Durée :** 26 semaines : 16 semaines de formation théorique et 10 semaines de stage
- Localisation(s) :** Formation théorique - Québec : stages à travers la province.
- Accréditation :** Unités d'éducation continue.
- Méthode de prestation :** -Pédagogie de l'éducation des adultes.  
-Approche participative se traduisant par l'étude de cas, des mises en situation, le travail en atelier, des visites industrielles, des mini-conférences, etc.  
-Encadrement social et pédagogique privilégié.
- Autres enseignements :** -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 :** 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  
Télécopieur : (418) 843-7339

## NATIVE TRAINING INSTITUTE OF QUÉBEC

### **Entrepreneurship Initiative Program**

Subjects:	Details on request
Prerequisites:	Strong motivation, sound business project, high school diploma desirable
Duration:	25 weeks - 16 weeks of theoretical training and 10 weeks of practical training
Location(s):	Theoretical Training - Québec City
Certification:	Continuing Education Units.
Delivery Mode:	Participative approach is expressed by case studies, organizational simulations, meetings, industrial visits, speeches, etc. Students receive a highly personalized academic and social support from institute.
Other information:	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:	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



**INSTITUT DE FORMATION AUTOCHTONE DU QUÉBEC****Session de sensibilisation à l'entrepreneuriat autochtone**

Matières : Sensibilisation à l'entrepreneuriat autochtone

Prérequis : Démontrer un intérêt pour l'entrepreneuriat

Durée : 3 jours

Localisation(s) : Dans les réserves ou dans certaines villes du Québec, selon les besoins.

Certification : Unités d'éducation continue

Méthode de prestation : Séminaires et ateliers

Autres enseignements : -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 : 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  
Télécopieur : (418) 843-7339

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**NATIVE TRAINING INSTITUTE OF QUÉBEC****Introduction to Entrepreneurship**

**Subjects:** Entrepreneurship in a native setting

**Prerequisites:**

**Duration:** 3 days

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

**Certification:** Continuing Education Units

**Delivery Mode:** Workshops and seminars

**Other Information:** 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:** Native Training Institute of Québec  
234 St-Louis Street, 1st floor  
LORETTEVILLE, Québec  
G2B 1L4

Phone: (418) 843-6857 or 1-800-463-2365

Fax: (418) 843-7339

**KATIVIK SCHOOL BOARD**

**Northern Québec Management Training Program**

Subjects:	Management/Administration courses Business Communications (Inuktitut) Bookkeeping for Service Businesses Introduction to Micro-Computers (Apple Version) How to Start a Small Business (Nunavik and English)	Introduction to Micro-Computers (IBM Version) Programming Introduction to Economics (Inuktitut and English)
Prerequisites:	No formal requirements	
Duration:	Varies upon the length of the course the student requests (maximum of 2 weeks).	
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.	
Delivery Mode:	Videos, workbooks, workshops. Language of instruction is English and Inuktitut.	
Other Information:	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	

## KATIVIK SCHOOL BOARD

### Inuit Educational Leadership Program

Subjects:	<p>Operations - Administration</p> <ul style="list-style-type: none"> <li>- Pedagogy</li> <li>- Adult Education</li> <li>- Technical and Support Services</li> </ul>	<p>Training</p> <p>Organization</p> <p>Management</p> <p>Interpersonal Skills</p>
Prerequisites:	Program designed for Local School Administrators	
Duration:	3 years	
Location(s):	Northern Communities within the KSB district	
Certification:	No formal requirements	
Delivery Mode:	Workshops, theoretical; language of instruction in both Inuktitut and English	
Other Information:	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:	<p>Ms. Monique McCracken</p> <p>Training Counsellor</p> <p>The Inuit Educational Leadership Training Program</p> <p>Kativik School Board</p> <p>331 Mimosa</p> <p>DORVAL, Québec</p> <p>H9S 3K5</p> <p>Phone: (514) 636-8120</p>	

**UNIVERSITÉ DU QUÉBEC À CHICOUTIMI****Certificat de premier cycle en administration**

- Matières :** Principes de management  
Comptabilité I  
Marketing  
Aspect humain des organisations  
Environnement économique de l'entreprise  
Informatique
- Prérequis :** 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.
- Durée :** Les dix cours du certificat seront dispensés dans le cadre de dix (10) périodes de trois semaines entre janvier 1991 et mai 1993.
- Localisation(s) :**
- Attestation :** Ce programme est un certificat régulier du Module des sciences de l'administration de l'Université du Québec à Chicoutimi.
- Mode de prestation :**
- Autres enseignements :** Objectifs du projet : 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  
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