

Information for Students:

Students are expected to contact the Educational Institutions for further information on the courses that they are interested in. Contact information is provided below.

Please note that if you are interested in any of the courses, it is your responsibility to ensure that you meet all the requirements of the course.

Courses listed in this guide are not guaranteed to be offered. Please check with the educational institution to determine when and where the course will be offered. If the information in this catalogue differs from the Educational Institution offering the course, the information from the Educational Institution will be deemed correct.

Abbreviations from course catalogue:

AAFC	Agriculture and Agri-Food Canada
ACC-Coned	Assiniboine Community College-Continuing Education
ACC-AG	Assiniboine Community College-Agriculture
ACC-DE	Assiniboine Community College-Distance Education
ACC-OA	Assiniboine Community College-Office Administrator
FCC	Farm Credit Canada
RRC-DE	Red River College-Distance Education
RRC-Winkler	Red River College-Winkler campus
RRC-Academic Dev	Red River College-Academic Development
UofM-A	University of Manitoba-Agriculture
UofM-Coned	University of Manitoba-Continuing Education
MAFRI-Farm Mgt	Manitoba Agriculture, Food and Rural Initiatives-Farm Management
MAFRI-Home Ec	Manitoba Agriculture, Food and Rural Initiatives-Home Economics
OSD	Organization & Staff Development
WCE	Winnipeg Commodity Exchange
UofSK	University of Saskatchewan

Contact Information:

Mediation Services: 925-3410 info@mediationserviceswpg.ca

Manitoba Agriculture, Food and Rural Initiatives – Please call your local Agriculture office

<http://www.gov.mb.ca/agriculture/index.shtml>

Assiniboine Community College: 1-800-862-6307 www.assiniboine.net or info@assiniboine.net

Assiniboine Community College-Continuing Education 204-726-6747 or 204-726-6759 or 204-726-6965

ACC-Russell 204-773-2087 nernberc@russell.assiniboine.net

ACC-Brandon 204-726-6600

ACC-Dauphin 204-622-2023 or 204-622-2230 infor@parklandcampus.com

ACC-Swan River 204-734-4511 dmccrea@mail.svsd35.mb.ca

ACC-Neepawa 204-476-2045 grantv@neepawa.assiniboine.net

Campus Alberta – Athabasca University: auinfo@athabascau.ca or

www.athabascau.ca/campus/courses/smbm

Organization & Staff Development: 945-2276

www.gov.mb.ca/csc/osd or dnetzel@gov.mb.ca

Red River College: 1-800-616-1113 www.rrc.mb.ca

Red River College-Distance Education 632-2451 distance@rrc.mb.ca

Red River College-Winkler 204-325-9672 winkler@rrc.mb.ca

Red River College-Portage 204-428-6322 portage@rrc.mb.ca

Red River College-Gimli: 1-204-642-5496 emmsg@merlin.mb.ca

Red River College-Steinbach 204-346-7750

Red River College-Continuing Education 204-694-1789

University of Manitoba: www.umanitoba.ca

University of Manitoba-Agriculture: 474-9295 agfoodsci@umanitoba.ca or

www.umanitoba.ca/faculties/afs

University of Manitoba-Continuing Education: 1-888-216-7011 ext 8016 or 474-8016

stusvcs_ced@umanitoba.ca

www.umanitoba.ca/coned

University of Saskatchewan: <http://www.extension.usask.ca/ExtensionDivision/credit/Certificate/FBM.html>

Winnipeg Commodity Exchange Inc.: www.wce.ca

Bold-Italicized MAFRI courses are not offered in 2003

Effective: March 10, 2004

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
SKILL AREA 1-1 – FINANCIAL MANAGEMENT				
MAFRI-Farm Management		Analyzing Your Farm Business with Farmplan	Based on a case farm approach in an interactive workshop, participants will learn how to prepare and use Farmplan; an Excel-based farm financial planning tool developed by Manitoba Agriculture, Food and Rural Initiatives. Participants will also be able to work on their own farm situation with Farmplan and be shown how to analyze their individual plan. Financial ratios relating to the balance sheet, income statement, and cash flow plan will be explained. Also included are measurers that assist in determining a farm's liquidity, profitability and solvency, as well as return on equity and debt servicing capability. Farmplan features include a detailed opening net worth statement, crop and livestock inventory and production plans, a cash flow plan, an income and expense statement and a projected net worth statement. It also includes analysis on debt servicing and selected financial planning ratios.	10
ACC-Ag	BUSN-0083	Financial Management in Ag	This course provides students with a working knowledge of financial management concepts and their applications to problems faced by firms that operate in the agricultural sector.	40
ACC-Ag	ECON-0001	Agricultural economics	In this course students learn how various economic concepts such as, demand and supply, elasticity, comparative advantage, market structure and business structure, affect profitability. Specific agricultural production economic concepts are studied to develop agribusiness management skills in partial and enterprise budgeting, maximizing input cost through cost benefit ratio applications, and increasing contribution margin by using break-even analysis. An examination of current policy issues facing the agricultural sector and a review of existing policies affecting farm cash flow and commodity prices are also included.	40
ACC-DE	BUSN-0018	Finance 1	This course introduces the student to the topics of working capital management, financial intermediaries, risk management, short term financing and ratio analysis. Prerequisite: ACCT-0004 with a minimum grade of C+	40
OSD	OSD	Personal Money Management	You will learn to: set financial goals; calculate your net worth; develop and manage a personal budget; handle debt effectively; eliminate your mortgage; minimize your taxes; save and invest; plan for retirement.	7
UofM A	61.044	Agricultural Economics & Marketing 1	Introduction to key economic concepts and business principles and their application to Canada Agribusiness.	30
UofM A	61.068	Agribusiness Management	The application of economic, accounting and management principles to organizing, operating and managing an agribusiness enterprise.	30
UofM A	61.1	Introduction to Agribusiness Management	Introduction to management principles applied to agribusiness. Topics covered will include cooperative and corporate organizations, financial analysis, marketing and planning. All students will prepare a business plan. The one-hour laboratory will develop spreadsheet skills with respect to processing information and preparing forecasts.	40
UofM A	61.046	Financial Management 1	Study of accounting principles and financial information for the preparation and presentation of financial statements to facilitate the management of farms and agricultural business.	30
UofM A	61.047	Financial Management 2	Study of analysis of financial statements and financial information by decision makers managing the finances of farms and agricultural business. Prerequisite 61.046	30
OSD	OSD	Strategic Planning	You can expect to: be introduced to different approaches to strategic planning including strategic planning, "in -a-hurry" 5 stage strategic planning, Gap Analysis; have an opportunity to apply what is learned; participate in workshop exercises; complete a planning worksheet; learn tips and techniques to get the most from planning efforts.	7
UofM A	61.353	Farm Management	Management decisions and business planning as they relate to farm production, marketing and financing activities. Identifying potential markets; comparative advantage analysis; organizational form and contractual requirements; alternative marketing and production strategies; financing production and marketing activities; develop farm business plan. Prerequisite: 61.100	30

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC-Ag	BUSN-0053	Farm business planning	This course covers farm management principles, farm business performance, budgeting risk and uncertainty, farm financing, farm planning, business organization, machinery management and agricultural marketing.	40
UofM A	61.072	Farm Business Management	Application of decision making principles in terms of farm production, finance, and marketing. Prerequisites 61.047	30
UofM A	61.069	Agricultural Finance and Credit	Application of financial management concepts in evaluating investment options and risk in farm and agribusiness decision making. Prerequisite; 61046	30
FCC		Credit 2	Analyzing a farm business through interpretation of consolidated financial statements. Students gain an advanced understanding of what to look for in terms of financial statements, ratios, and structuring.	12
UofSK	AG EC 52.6	Economics	This course will introduce students to economics as a way to understand production and consumption as interrelated parts of the agriculture sector. Basic demand and supply will be used to explain how prices are determined and how incomes are influenced by increasing world population and increasing productivity in agriculture. The structure and characteristics of the national economy and the monetary system will be presented to show how the agriculture sector fits into the Canadian and world economic systems.	60
UofSK	AG EC 26.4	Financial Analysis for Farm Business Management	This course emphasizes the preparation and analysis of the balance sheet, accrual profit and loss statement, and the cash flow statement. Various financial ratios are calculated and the interpretation of their critical values is used in analyzing the financial strengths and weaknesses of the farm business. Interest rates, inflation, taxes, living expenses, the capital structure of the farm business, and their impact on the growth of farm equity will also be analyzed.	40
UofSK	AG EC 27.5	Budgeting for Farm Business Management	This course is designed to teach the student the proper techniques of budgeting future farm business plans and financing strategies. Machine cost budgets, crop and livestock budgets, partial budgets, capital investment budgets, and total farm budgeting will be discussed in the course.	50
UofSK	AG EC 30.8	Farm Enterprise Planning	This course will require the student to develop a business plan for their home or case farm. The business plan will include an outline of the business organization, human resources plan, a marketing plan, an operations plan, and a financial plan for the next five years. The student will also be required to incorporate changes to the farm operation and examine the effect of these changes on their farm's production and financial situation. The long term economic and environmental sustainability of these plans must be documented and presented to an examining body. Considerable individual counselling will be available to students registered in this course.	80
FCC		Agri Success Building Your Business Plan Workshop	This one-day business plan development workshop focuses on goal setting, assessing the existing financial position of the farm, undertaking a situational analysis, identifying critical success factors and developing objectives and action plans. Farm Credit Canada will arrange for local community delivery. Participants complete a pre-course workbook outlining goals and financial information. The workshop employs group discussion techniques.	5.0

SKILL AREA 1-2 – FINANCIAL MANAGEMENT – ACCOUNTING

ACC-Ag	ACCT-0003	Financial Accounting 1	This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to the accounting cycle and current assets.	80
ACC-OA	ACCT-0004	Financial Accounting 2	This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to current and long-term liabilities, partnership and corporations. Prerequisite: ACCT-0003	80
ACC-OA	ACCT-0016	Manual Accounting simulation	In this course students develop an understanding of the accounting cycle using simulated source documents and practice sets. Corequisite: ACCT-0015	40
ACC-OA	COMP-0127	Computerized Simulation	This course guides students through simulation projects using popular accounting software that has been covered in prerequisite courses. Emphasis is on projects that require a thorough knowledge of all aspects of accounting. Prerequisites: COMP-0128 and ACCT-0016 and COMP-0044 and COMP-0115	80
ACC-OA	COMP-0128	Accounting software 1	In this course students learn the concepts of computerized accounting, using a different software package than is used in Automated Accounting 1 and Accounting Software 2. Concepts may include general journal, accounts receivable and accounts payable journals, payroll and inventory. In addition, students learn how to track various taxes and how to do project costing. Prerequisites: ACCT-0014 and COMP-0006	40

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC-OA	COMP-0160	Computerized Accounting 1	This course enables students to set up and operate a Windows based computerized accounting package. In addition, students set up the accounts payable and accounts receivable applications. Prerequisites: ACCT-0003 or ACCT-0014 and COMP-0006	40
ACC-OA	COMP-0161	Computerized Accounting 2	This course expands on the knowledge acquired in Computerized Accounting 1. Students process monthly transactions such as the general ledger, accounts payable and accounts receivable applications, including period-end and year-end functions. Prerequisites: COMP_-160.	40
ACC	COMP-0159	Quickbooks 1	Students will learn how to set up a company file, enter opening balances, cash accounting, set up for accounts payable and accounts receivable.	20
ACC	COMP-0193	Quickbooks 2	This level of Quickbooks looks at the more advanced features of using a computerized accounting program. Topics include managing and tracking inventory, handling NSF cheques, bad debts, sales tax and GST, remitting taxes to the government, tracking credit card transactions and cash flow, and working capital.	20
RRC	N/A	Simply accounting	Learn the basics of accounting, including journal entry, ledgers, and financial statements, and learn to use this computer program to complete accounting entries. This is an ideal course for small business owners and those who do farm accounting. It covers general journal, accounts receivables, and accounts payables. Prerequisites: knowledge of manual bookkeeping and basic computer literate.	48
RRC	N/A	Quickbooks 2001 Pro	QuickBooks is small business accounting at its easiest. Learn how to set up QuickBooks to manage your business accounting needs. Topics include setup accounts, bill paying and invoicing, receivables and payables, payroll, GST, inventory control and purchase orders, and how to generate and print graphs and reports. QuickBooks provides instant access to your current financial position with comparative statements.	12 or 15
UofM Coned	27017	Using accounting information	Introductory course designed to provide an understanding of how accounting information is prepared and used. Course covers financial and management accounting topics including: an introduction to the accounting and financial reporting process and an analysis of balance sheets and income statements; a study of cost behaviour, concepts and terminology, product costing and management, and estimation techniques; and the budgeting process.	36
MAFRI		Introduction to Farm Accounting	Learn the basics of accounting including a review of different types of record keeping systems, maintaining farm and household financial records and inventories. Using a case farm, learn how to enter data including receivables, payables and problem areas such as GST, CWB advance payments and loan payments. Introduces net worth, income and expense statements, cash flow and bank reconciliation. Also focuses on using financial statements for tax management, credit applications and measuring financial progress.	6
ACC	ACCT-0026	Accounting Principles	Develop an understanding of financial statement analysis including the uses of financial statements, the accounting cycle and double entry bookkeeping. Also, learn the basics of managing inventory, cash and capital assets. Understand the reporting for and analysis of liabilities and shareholders' equity.	80
ACC	COMP-0079	Simply Accounting	Learn the basics of accounting, including journal entries, ledgers, and financial statements, and learn to use this computer program to complete accounting entries. This is an ideal course for small business owners and those who do farm accounting. It covers general journal, accounts receivables, and accounts payables. Prerequisites: knowledge of manual bookkeeping and basic computer literate.	40
UofSK	AG EC 11.4	Farm Accounting	This course is designed to introduce the basic concepts and principles of accounting, and also to provide an understanding of the process by which financial information is accumulated and presented in a financial statement format.	40
RRC-Winkler		Settler Gold	Learn to use this farm accounting software package. The following hands-on training will be provided: selecting and customizing the pre-set chart of accounts, start-up procedures for new accounts and enterprises, opening balances and back-up procedures monthly reports, and extra options such as budget and forecasters.	12
ACC	NA	AgExpert Analyst (accounting) Introductory Course	One-day and two-day sessions are available. This course is designed especially for new users. Learn how to get set up properly and begin using the basic program features. If you are new to the program or need some help getting started and entering transactions, this is the course for you.	7 (1 day) 14 (2 day)
ACC	NA	AgExpert Analyst (accounting) Advanced/Bridging Course	One-day and two-day sessions are available. This course is designed to help existing GOLD or LITE program users transition into AgExpert Analyst 2004. Learn how to import existing data and explore the new program features. This is a great opportunity to learn how you can capitalize on the full capability and power of this new software.	7 (1 day) 14 (2 day)

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	NA	AgExpert Field Manager (Field-Master and Field-Mate) Course	One-day and two-day sessions are available. This course covers Crop and Field record keeping and planning. One-day course designed to get you set-up and using program features.	7 (1 day) 14 (2 day)
SKILL AREA 1-3 – FINANCIAL MANAGEMENT – AGRIBUSINESS				
ACC-Ag	BUSN-0002	Financial Management	Students learn about various alternatives, risk management strategies, inventory control, budgeting, margins, credit policies and collections, as well as security agreements. They also learn spreadsheet applications in these areas. Prerequisites: MATH-0001 and ACCT-0003	40
RRC-DE	S17-A191	Accounting 1	Learn the fundamentals of accounting including double-entry bookkeeping routines, adjustments and worksheets for preparation of financial statements and financial statements pertaining to a sole proprietorship. Special journals, subsidiary ledgers and controlling accounts, internal control and accounting for cash, temporary investments, and receivables will also be discussed.	50
RRC-DE	S17-A291	Accounting 2	Expanding on Accounting 1, learn how to use accounting for inventories and their valuation, procedures and techniques for the treatment of plan and equipment transactions, plus accounting principles and concepts.	50
ACC-DE	BUSN-0023	Small Business Planning	This course acquaints students with the process of planning a new small business enterprise. Each student is required to complete a plan for a business of his/her choosing. Although there are no prerequisites, it is recommended that the student has completed all of the courses required in the Business Administration Diploma program prior to taking this course.	40
Campus Alberta Athabasca University	SMBM 201	Small Business Management 201: Starting a Small Business	The practical aspects of starting and running a small business in Canada today. Suitable for anyone wishing to launch a new venture as well as for individuals who are already in business but who want to learn how to improve their operations. Designed to meet the needs of entrepreneurs and potential entrepreneurs who, because of time constraints, will benefit from the convenience of managing their own learning at the same time as managing their own business.	35
Campus Alberta Athabasca University	ENTP 212	Entrepreneurship 212: An introduction to Small Business Management	Looks at the practical aspects of managing a small business in Canada and examines the various functional components of a small business. The primary focus of the course is on providing small business owners with information on how they can improve and better manage both potential and existing businesses.	35
Campus Alberta SAIT	ENTR 311	Entrepreneurship 311: Entrepreneurship	Explores the many facets of business ownership. Topics will include: the personal capabilities necessary for small business ownership, identifying market opportunities, planning and organizing the business and coordinating the many business activities. The development of a business plan will serve as a framework for synthesizing the knowledge and skills developed in this course.	60
SKILL AREA 1-4 – FINANCIAL MANAGEMENT – OFF FARM INVESTMENTS				
MAFRI-Farm Management	N/A	Off-Farm Investments	Issues and options relating to investing off the farm are examined including a description of alternative investment vehicles, taxation considerations and factors involved in assessing and individual's tolerance toward risk. A discussion on investment clubs is also included.	3
UofM A	61.356	Agribusiness Portfolio Management	The application of portfolio management to agribusiness, including asset allocation, portfolio construction and analysis, and operation of investment instruments and capitals markets. Prerequisite: major in agribusiness or accounting and finance, with 60 credit hours, 9.110 and 18.120 or permission from instructor.	30
SKILL AREA 1-5 – FINANCIAL MANAGEMENT – TAX				
MAFRI-Farm Management	N/A	Planning the Future- Tax Issues	Participants will learn about farm tax issues particularly as they relate to the sale and transfer of assets. Information will be included on rollovers, capital gains and the principal residence exemption in addition to other issues.	3
ACC-Ag	AGRC-0040	Agricultural Tax planning	Instruction covers tax planning for agricultural producers in Manitoba. Case studies include income tax, capital gains and investments.	40
ACC-OA	BUSN-0075	Tax Reporting	This course introduces students to tax returns and GST and PST reports. Personal tax returns are completed in both manual and computerized settings. Topics include income from various sources including salary/wages, capital gains and dividend income. Non-refundable and refundable tax credits are discussed. Ways of minimizing tax liability are examined. Additional topics include the collection	40

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
			and remittance of GST and PST, as well as the required reports.	
UofSK	AG EC 34.4	Income Tax Management	The main objective of this course will be to expose students to the taxation of individuals involved in agriculture. Although the general rules for filing a personal income tax return will be discussed, the emphasis in the course will be on tax planning concepts and strategies that could be utilized in arranging personal financial affairs in such a manner as to minimize tax liability.	40
SKILL AREA 2-1 – MANAGEMENT – AGRIBUSINESS				
ACC	BUSN-0079	Management	This course introduces students to current concepts in management theory. Students integrate theory and practice in a skills-based approach. This course is designed to guide students in improving their own management competencies so they are able to demonstrate effective management behaviours in different situations.	80
ACC	BUSN-0019	Management Skills Development	This course is a skills-based management course, designed to improve management competencies in the areas of self-assessment, supportive communication, conflict management, decision making, stress management, influencing others, goal setting, team work and conducting and managing meetings. Emphasis is on the demonstration and practical application of the skill in team settings.	80
RRC-DE	S17-M102	Principles of Management 1	Determine major management functions and how to apply principles, objectives, and problems. Learn how to make effective decisions, use creative thinking, define policies, examine the role of short and long range planning. Study concepts including organizations, departmentalization, assigning and delegating authority, authority relationships, communication, leadership, supervision, motivation, morale, discipline, control functions, and performance standards.	40
RRC-DE	S17-M110	Principles of Management 2	Undertake a comprehensive study of major management functions. Evaluate various management tools including econometrics, simulation and research affecting the decision making process. Investigate management control and evaluation techniques. Review the correlation between time and management functions.	40
UofM A	78.451	Food Product Development	Course allows students to gain an understanding of the product development procedure as it relates to the food industry. Emphasis will be on application of basic knowledge of foods and food processing in designing a new product. Prerequisites: 118.221, 5.200, 78,301	30
UofM A	78.452	The Packaging of Food	Introduction to the physical principles and technology of packaging for the food industry with emphasis in the consequences to food stability and quality. Prerequisite 78.301 or consent of instructor.	30
SKILL AREA 2-2 – MANAGEMENT – COMMUNICATION SKILLS				
ACC-Ag	COMM-0001	Applied communications	In this course students practice and develop the written communication skills necessary to write succinct informational and analytical reports in an agribusiness setting. Prerequisite: COMM-0006	40
ACC-Ag	COMM-0006	Communications	This course develops the students' basic communication skills and provides them with strategies needed to communicate effectively. Course topics included the process of communication, characteristics of effective messages, the writing process, writing letters, memos and employment messages.	80
OSD	OSD	Communication Dynamics	You will learn to: connect with all people, especially those with whom you have had difficulty in the past; deal with conflict for win-win outcomes; work with the four basic leadership styles and when and where they are most productive in the workplace; assert yourself and your ideas more effectively and with increased confidence	7
OSD	OSD	Communicating Effectively in the Workplace	You will learn to: identify common communication problems in the workplace; identify eight need-to-know communication ideas; understand patterns of behaviour used by people at work; identify six keys to effective feedback; recognize and manage the seven primary sources of conflict	14
OSD	OSD	Interpersonal Communication Skills for Managers and Supervisors	Enhance your interpersonal communication skills. Open, two-way communication saves time and increases energy, commitment and productivity. You will learn how to: avoid destructive habits that increase interpersonal conflict; recognize and avoid barriers to open communication; build open, interpersonal communication by using proactive strategies such as active listening and positive confrontation.	14
RRC-DE	S17-A113	Interpersonal Communications	Learn the fundamentals of interpersonal communication and how interpersonal relationships work. Examine the role of self-concept, self-understanding, perceptions, emotions, language, non-verbal communication and listening.	40

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
RRC-DE	S17-B001	Effective Listening Techniques	Learn techniques for better listening and note-taking. Learn how to ignore distractions, summarize what a speaker has said, and control your emotions. Know when to ask questions or comment.	7
UofM A	65.041	Communication and Learning Skills	A course designed to improve learning skills and abilities in written and oral communication.	30
UofM Coned	24027	Managerial communication	Your success in business depends heavily on your ability to communicate efficiently and effectively. By successfully completing this course, you will be familiar with key strategies and skills in effectively handling both oral and written business communications (letter writing, report writing, and oral presentations). Other topics included are listening skills, resumes, application letters, and non-verbal communication.	36
SKILL AREA 2-3 – MANAGEMENT – CONFLICT SKILLS				
MAFRI-Home Ec	Module 6	Conflict is Manageable: How will I handle it?	Manage conflict within family to maintain positive relationships and achieve farm business success	1.5
Mediation Services	Mediation Services	Conciliation Skills: Informal third party involvement in Conflict	Course offers the opportunity to learn and practice informal models of third-party participation in conflict resolution. Conciliation is helpful in situations where a formal mediation process is inappropriate or unrealistic because the person knows one or more of the parties and may have a personal interest in the conflict being resolved. In this situation a person has an opportunity to play a proactive role by responding to the conflict constructively. The course covers how to effectively coach and prepare disputants and how to facilitate informal mediations. In addition, time is spent on assessing conflict situations for their appropriateness to conciliate, and on dealing with the aftermath of the conciliated conflict in hopes of ensuring that it does not arise again.	14
RRC-DE	S17-A138	Conflict Resolution	Conflict can arise whenever we spend time with others. Find out how to resolve conflict and manage interpersonal dynamics.	7
Mediation Services	Mediation Services	Interpersonal Conflict Resolution	Introductory course focuses on building awareness of how we, and others respond to conflict. Participants will examine basic assumptions and understandings of conflict and conflict styles, at the same time as leaning conceptual tools, conflict resolution processes and communication skills essential for effectively resolving interpersonal conflicts. Whether in our work and personal relationships or in training to become a mediator or conciliator, effective interpersonal conflict resolution skills are fundamental to learning a collaborative approach to conflict resolution.	14
SKILL AREA 2-4 – MANAGEMENT – HUMAN RESOURCES				
ACC-Ag	HRMG-0007	Managing the HR Function	This course provides an introduction to the field of human resource management within various types of organizations. The course content includes an overview of staffing, health and safety, counseling, training and development, compensation and human resource planning.	40
ACC-Ag	HRMG-0018	Human Resource Management	This course strengthens students' ability as owners, managers and supervisors of an agriculture workplace, to effectively deal with increasing workforce management expectations.	40
OSD	OSD	Behaviour Description Interviewing	Designed to help you develop skills in the use of behaviour-based interview systems. Using video demonstrations, group discussions and role-playing, you will develop the skills needed to find the best candidates for available job openings. You will: hire with more accuracy using a cost-effective method; design interview questions that reflect desired job behaviours; take reliable notes during an interview and rate them using an objective scoring system.	7
OSD	OSD	Generations at Work	Understanding the characteristics of our age-diverse workforce is a critical resource to enhance effective leadership in today's dynamic organization. You will learn how to: understand the four generations present in today's workforce; The Veterans, the Baby Boomers, Generation "X", and the Nexters; recruit, develop and motivate members from each generation in a way that is congruent with their work style; recognize the conflicts, challenges and opportunities that generation diversity brings to our organization; coach each employee to achieve his or her performance potential; continue your journey to build a workplace culture that is respectful and inclusive of each generation.	7
RRC-DE	S17-E100	Employment Equity	Learn the importance of employment equity to insure business success in an increasingly diverse local and global marketplace. Study the effects of current demographic trends on workforces and consumer groups. Gain a better understanding of the relationship between	7

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
			human resource management and employment equity.	
RRC-DE	S17-M103	human Resource Management	Explore the fundamental concepts of human resource management. Topics included planning, preparation, recruitment, selection, orientation, training, development and performance planning. Learn about performance appraisal, compensation management, and workplace health and safety.	40
RRC-DE	S17-M112	Labour Relations	Acquire a thorough knowledge of the principles of a collective agreement. Topics include the employer-employee relationship; establishment of bargaining rights; negotiations; content of a collective agreement; union security, management rights; complaints; grievances; and arbitration.	40
RRC	N/A	Supervisory skills	This course provides problem-solving techniques and tips on managing high-talent personnel. Topics include identifying the role of the supervisor, problem analysis, organizing and planning, the human factor, information flow, evaluating operations and controlling activities.	40
UofM Coned	24011	Managing the human resource function	Course introduces the strategic management of the human resource functions within various types of organizations. While taking into account recent changes in the economic, social and legal environment, it examines the essential functions of recruitment, selection, performance management, training and development, health and safety, counseling, union/management relations and compensation.	36
UofM Coned	97978	Supervisory Management I	Course is designed as an introduction to front line supervision and is intended to be a prerequisite for Supervisory Management II. The key topics will include the role of the supervisor and what it means to be a supervisor; understanding one's personality/leadership type and style; effective communication (writing, speaking, interpersonal communication); motivation; time management and organizational behaviour; workplace diversity; and conflict resolution and negotiation.	36
RRC-DE	S17--0001	Occupational Safety and Health	This course deals with the responsibilities of employers, employees and government in regards to occupational health and safety. Topics include job safety analysis, effective safety equipment and practices, occupational health and hygiene, safety programs and safety instruction.	40
UofSK	AG EC 36.4	Human Resource Management	This course provides an opportunity for the study and understanding of leadership development through human resource management. Special emphasis will be given to the theory of human resource management and the development of management skills. The course is designed to address the role of a manager, management theories and styles, work group behavior, and leadership and influence. More practical applications of human resource management such as motivation, staff development, performance appraisal, stress management and interpersonal communications will receive considerable attention.	40
SKILL AREA 2-5 – MANAGEMENT – LEGAL				
ACC-DE	LAWG-0001	Legal Principles	Knowledge of laws affecting your commercial activity can help you avoid unnecessary legal, and consequently financial, liabilities. The fundamental principles underlying relevant Canadian law are covered in this course. Topics include the legal system, torts (intentional and unintentional), contract creation, contract validity, contract breach, contract remedies and other relevant topics.	40
ACC-DE	LAWG-0002	Commercial Transactions Law	Knowledge of legal rules affecting your commercial activity will help you to avoid unnecessary legal, and consequently financial, liabilities while taking advantage of legal opportunities. This course covers the legal rules regarding some common commercial transactions. Topics include agency, business entities (partnerships and corporations), sale of goods, mortgages, loan securities and bankruptcy.	40
ACC-OA	LAWG-0060	Corporate & Commercial Law 1	Students are introduced to the area of law dealing with business organizations and the processes and documentation required to set up and maintain a business. Students prepare and process documents relating to this area of law. Prerequisite: COMP-0047	40
UofM A	61.067	Agricultural Law		30
UofM Coned	24008	Human Resource Legislation	Provincial and some Federal legislation regulating human resource management will be discussed. The course covers matters arising out of the Labour Relations Act, the Human Rights Code, the Employment Standards Act and related legislation, the Canadian Constitution, the Worker's Compensation Act, the Pay Equity Act and other related labour and human resource legislation.	36
UofM Coned	27031	Business Law	Course will provide you with a general history of law and an introduction to the Canadian legal system related to business organizations.	36
UofM Coned	28008	Canadian Business Law	Course provides an overview of business law and a basic understanding of general terminology with respect to the nature and origins of law, law of torts, nature and law of contracts, negotiable instruments, and forms of ownership. On successfully completing this course, students will understand the various types of contracts, their use and special requirements.	36

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
MAFRI-Farm Management	N/A	Farm Business Organization	The advantages, disadvantages, tax implications and other issues of alternative forms of business organization will be covered in some detail. Sole proprietorships, joint ventures, partnerships, cooperatives and corporations are included in the review.	3
SKILL AREA 2-6 – MANAGEMENT – MEETING SKILLS				
UofM A	61.21	Economics of World Agriculture	Economic forces that determine patterns of world agriculture; present conditions and limitations and future prospects for worldwide production and use of agricultural products.	30
OSD	OSD	Facilitating Effective Meetings	Facilitate meetings that achieve group goals; stay on track; finish on time; make your meetings work; You will learn to: become an effective facilitator; plan and manage the meeting process; use group problem-solving techniques; manage interpersonal conflict within groups.	7
OSD	OSD	Meeting Management	You will learn to: prepare for a meeting using our own prioritized checklist; write agenda items that clearly state the end result expected; decide on the best agenda and minute format for your meeting; take and transcribe minutes that meet the criteria set out in a minute-taking checklist; write your own prioritized checklist of steps to take following the meeting.	7
SKILL AREA 2-7 – MANAGEMENT – PRODUCTION				
ACC Coned	COMP-0101	Application of global position system	This course examines the Global Positioning System (GPS) as a tool for collecting geographic information in industry and agriculture. Lectures cover the theory of GPS, including techniques for correction of field data, as well as analysis of GPS derived data using GIS software. Hands-on collection is done using GPS receivers.	24
ACC	AGRC-0016	Swine Record Keeping and Sector Analysis 1	Instruction will include setting up livestock production record keeping system, how to run and interpret various sector analyses. Swine record keeping will be evaluated. PigCHAMP software is used in this course.	40
ACC	AGRC-0060	Swine Record Keeping and Sector Analysis 2	Instruction focuses on how to run and interpret various sector analyses using PigCHAMP software.	40
UofM A	65.351	Agroecology	Examination of how ecological principles and processes apply to, and function in, managed ecosystems, with emphasis in agricultural ecosystems. Influence of agricultural production practices on populations and ecosystem function. Ecological concepts as tools in managing systems. Students must complete assignments towards an undergraduate research project that will complete in 65.454 Prerequisite: 1.354	60
UofM A	61.355	Environmental policy	Environmental policy development and enactment I Canada; federal and provincial review processes; social-political aspects of policy development; chemical and pesticide licensing procedures and environmental effects monitoring; environmental policy and sustainability; case studies; discussion of various policies; ethics of developments, preservation and conservation; environmental risk management/ Prerequisite: 61.239 or 18.239	30
MAFRI Home Ec	N/A	Starting A New Business	Using the Kitchen To Market – How To Create A New Food Product resource, students will learn what is involved in starting a new business. They will gain practical experience in doing market research and sourcing future marketing and business development contacts.	3
UofM A	65.151	Production, Distribution and Utilization of Agricultural Products	Introduction to the aspects of agriculture that follow primary production and includes confined animal production and a presentation of a model of the entire agri-food system. Special emphasis on processing, marketing, transportation and food safety. Laboratory sessions will use small groups to examine problem-based case studies.	60
MAFRI-Farm Management	N/A	Demonstrate MAFRI Software Planning Tools	Using an interactive workshop focusing on crop planning software, participants will learn how to effectively use Cropplan, crop cost of production guidelines and other software in planning the physical and economic aspects of crop production. An additional course featuring Cow/Boss and other software focused at the cattle sector is under development.	3
UofM A	78.431	Introduction to HACCP	Course will cover the principles related to hazard analysis and critical control points (HACCP), a food safety and self-inspection system that is widely endorsed internationally by industry, consumer and regulatory groups. HACCP examines chemical, physical and biological hazards and identifies critical control points involved in producing, manufacturing and processing food products.	30
UofM Coned	26001	Quality Assurance Planning	Course id designed to provide students with a basic understanding of quality assurance from a manager's perspective. Topics include the role and responsibility of management in implementing a quality program, quality systems, quality standards (including ISO 9000), quality program design and audit, quality costs and total quality management. Philosophies developed by Demin, Crosby, Juran and others will be	36

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
			discussed.	
UofM Coned	26002	Quality control: Principles and procedures	Objectives of this course is to introduce you to statistical quality control techniques and illustrate how these techniques are used in practice. Topics include basic statistical concepts, causes of variation, control chart construction and analysis for variables and attributes, process capability analysis, acceptance sampling, experimental design and data presentation. These concepts and procedures can be applied to both manufacturing and service industries.	36
SKILL AREA 2-8 – MANAGEMENT – RESOURCES				
UofM A	61.239	Introduction to Environmental Economics	Economics of management of water, air and land resources quality, and conservation. Economic implications of current issues in environmental standards, licensing criteria and pollution charges.	30
UofM A	65.15	Natural Resources and Primary Agricultural Production	Introduces students to natural resources and climate, primary production of crops and livestock, production and resource economics and rural society. A mode of the entire agri-food system will be used to show interrelationships among disciplines, processes, etc.	30
ACC	NA	AgExpert Analyst (accounting) Advanced/Bridging Course	One-day and two-day sessions are available. This course is designed to help existing GOLD or LITE program users transition into AgExpert Analyst 2004. Learn how to import existing data and explore the new program features. This is a great opportunity to learn how you can capitalize on the full capability and power of this new software.	7 (1 day) 14 (2 day)
SKILL AREA 2-9 – MANAGEMENT – SKILLS				
UofM Coned	23035	Essentials of Management	Course provides an overview of a manager's roles and responsibilities and the key principles of effective management. It also examines current management challenges in the areas of human resources, operations, marketing and finance. Topics include leadership, planning and implementation, employee empowerment, continuous quality improvement and customer focus.	36
OSD	OSD	Decision Making	How to make decisions that are reasonable, supportable and minimize risk. You will learn: a comprehensive and effective process for making decisions; how to apply the decision making process to your work situation; the conditions that support good decision making practices in the workplace.	7
RRC-DE	S17-A140	Stress Management	Learn how to relax and how to overcome and prevent stress. Common problems and effective solutions are presented and explored.	8
SKILL AREA 2-10 – MANAGEMENT – TEAM SKILLS				
ACC-Ag	PSSY-0038	Organizational Behaviour	This course introduces students to employee, work group and management perspectives of organizational life. Such common themes as personality, motivation, stress, performance, organizational structure and change are examined. Students explore the implications of current organizational strategies like restructuring, computerization, downsizing and just-in-time staffing as features of the new workplace.	80
UofM Coned	24003	Organizational Behaviour	Course is designed to increase your understanding of human behaviour in the workplace. Topics include leadership, motivation, group dynamics and teamwork, problem solving, organization structure and change management.	36
UofM Coned	26006	Managerial process and Organizational Behaviour	Course is designed to foster effective management of human resources within organizations through improved understanding of various structures and processes. Managers need to know why people behave as they do in relation to their jobs, their work groups, and their organizations. Knowledge of an individual's perceptions, attitudes, and behaviour will enable managers not only to understand themselves, better, but also to adopt appropriate managerial policies and leadership styles to increase their effectiveness in organizations. In addition, concepts such as motivation, communication, and leadership and their relevance to organizational behaviour will be examined.	36
ACC Coned	COMM-0148	Group Dynamics	Throughout all walks of life, groups are the key way in which things get done. The need for knowledge of group dynamics and skills in being part of small groups is increasingly important regardless of one's role. The course will be useful to those who wish to develop their knowledge and skills with groups.	30
ACC-Ag	HRMG-	Farm team building	This course develops students' ability to work with people in an organization, understand how an individual's attitudes, situation and	40

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
	0019		behaviour affect teams, and understand how to build a team from a group.	
OSD	OSD	Leading the Team	A hands-on guide on how to facilitate and manage effective teams in the workplace. You will learn: the role of the team leader; managing the team effectively; how to get everyone involved; rules for asking the right questions; understanding team decision-making; how to get group agreement; understanding the team life cycle ...and much more.	7
OSD	OSD	Successful Team Building	You will learn to: recognize and use the key strengths you bring to the team; understand your teammates' styles; negotiate with team members more effectively; recognize and deal with barriers that get in the way of team success; establish and maintain standards and values for team performance; cultivate participation and resolve differences on the team.	14
SKILL AREA 2-11 – MANAGEMENT – TIME MANAGEMENT SKILLS				
MAFRI-Home Ec	N/A	Time Management	What constitutes good time management, what can people do to become more effective time managers and how they can develop a workable plan to meet these objectives? The Steven Covey model outlined in his book Seven Habits of Highly Effective people is used as a framework. Discussion takes place as to what are time wasters in our life. The four sections of his model are examined individually, and discussion on how we can make improvements in our own lives. People come away with a workable plan to implement in their own daily routine.	2
OSD	OSD	Time Management	You will learn: your time management style; how to get started on the right track and how to stay there; strategies for change such as planning, delegating and managing crisis; tips and techniques for improving productivity; communication skills and learning to say "no"; meeting management techniques. You will learn to: deal with compulsive actions; avoid procrastination; identify and solve time problems; development and implement effective time management practices.	7
RRC-DE	S17-B003	Time Management	Learn how to identify, manage, and control time wasters at home and work. Setting your goals and planning your time can put you in control.	7
SKILL AREA 3-1 – MARKETING				
ACC-Ag	AGRC-0043	Demystifying futures & options	This course assists participants in understanding how commodities are priced. They learn how to access futures and options markets in order to make marketing decisions that enhance their price risk management.	40
ACC-Ag	AGRC-0041	Grain Market Analysis	This course examines the fundamental and technical aspects of grain marketing, supply and demand analysis, and the stocks/use ration for commodities on both the domestic and international level. An introduction to technical analysis, design of price charts, and the interpretation of trading patterns is included.	40
ACC-Ag	AGRC-0042	Beef Market Analysis	Opportunity is provided in this course to explore the various marketing techniques available to the beef producer. This includes rail grading, specialty packing, and the futures market and contracting. Please note that course materials are in the process of being substantially revised and that this course will not be delivered until future marketing options for Manitoba cattle become clearer.	40
MAFRI	N/A	Agriculture Commodity Marketing	Defining a market, a review of the supply and demand for agricultural products, an introduction to cash and futures markets for crops, a discussion of margin, hedging and basis, forward contracts, an introduction to options contracts and tips on developing a marketing strategy. In addition to the presentation, the course includes exercises involving understanding market analysis reports and hedging.	3
UofM A	61.045	Agricultural Economics & Marketing 2	The application of economic analysis in the study of marketing: concepts, policy, practices and institutions. Prerequisite: 61/044	30
UofM A	61.065	Advanced Agricultural Marketing	This course is operated on the premise that you need to know a lot about how the agricultural and food marketing system works in economic terms. This means that you will have to be able to view the system in both macro and micro terms	30
UofM A	61.07	Merchandising and Sales	Analyzing food consumption, farm input usage and marketing trends and translating these into effective selling and distribution programs. Examination of the selling function and sales management.	30
UofM A	61.071	Agricultural Policy	Review of agriculture, international trade and food safety policies affecting the production and distribution of agricultural commodities and food products.	30

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
UofM A	61.251	Introduction to Agricultural and Food Marketing	Economic principles and institutions involved in the Canadian agricultural and food marketing system. Farm and Agribusiness applications.	30
UofM A	61.312	Commodity Futures Market	Theory and economic functions of commodity markets. The roles of the various participants; the determination of interporal prices and various aspects of hedging will be studied. Prerequisites; 18.120and 18.247	30
UofM A	61.35	Agricultural and Food Policy	Economics of market intervention; trade policy analysis, and agricultural protection, exports, subsidies, tariffs, quota; intermediate versus final groups; currency exchange rates and agricultural trade policy; trade agreements.	30
UofM A	61.351	Transportation Economics	Demand forecasting, cost analysis, regulation of common carriers, role of transport in economic development, project appraisal and transport planning.	30
UofM A	61.425	Commodity Market Analysis	Theory and methods of price analysis, commodity markets and the demand and supply factors that underpin seasonal, cyclical and secular changes in commodity prices. Prerequisites 18.245 (or 18.270) and 61.308 (or 18.318)	30
WCE	N/A	An Introduction to Cash, Futures and Options	The role and function of commodity exchanges, regulations, forward and futures, contract, clearing, cash markets, hedging and carrying charges, fundamental and technical market analysis, and options contracts, simulated market exercises.	12
UofSK	AG EC 22.5	Agricultural Marketing Principles and Institutions	This course begins with a look at Canada's position in international grain markets and a study of the theory of international trade. A brief history of grain marketing in Canada is followed by a more detailed examination of the structure, organization, and operation of grain marketing institutions and agencies in Canada. A comparison is made of Board and Open Market methods of marketing grain. The course includes an overview of beef and pork marketing structures. Other topics include: policy issues in grain marketing, and sources and use of marketing information.	50
UofSK	AG EC 36.4	Grain Marketing Strategies	This course is designed to provide an understanding of the marketing of grain, oilseed, pulse and specialty crops. It focuses on marketing management as a principal activity in the farm business and will introduce skills and strategies which can be used as marketing tools. Marketing strategies will be incorporated into farm management decisions in order to understand their risks and implications, and the need to make marketing decisions based on consumer demand will be emphasized.	40
UofSK	AG EC 38.4	Livestock Marketing Strategies	This course is designed to provide an understanding of livestock marketing. It focuses on marketing management as a principal activity in the farm business and will introduce skills and strategies which can be used as marketing tools. Marketing strategies will be incorporated into farm management decisions in order to understand their risks and implications, and the need to make marketing decisions based on consumer demand will be emphasized.	40
SKILL AREA 3-2 – MARKETING – AGRIBUSINESS				
ACC-Ag	MKTG-0002	Advertising, Marketing and promotions	Students learn about total quality management in marketing. They see how this concept can serve as a basis for the control and direction of the marketing process. They develop local and regional marketing plans. This course also covers the various methods agribusiness's use to communicate with their target markets and how they can combine and balance these alternatives in an efficient and successful program. Students examine the areas of advertising copy, displays, exhibits, broadcast media, direct mail, newsletters and press releases. prerequisite:: MKTG-0009	40
ACC-Ag	MKTG-0009	Marketing 1	Macro marketing and the social responsibility of the market are discussed in this course. The consumer and the factors that determine consumption are examined from an economic point of view.	80
ACC-Ag	MKTG-0044	Marketing Principles	Students will complete the course with a basic understanding of the marketing process, with an in-depth examination of the elements of the marketing mix; including Product, Place, Promotion ad Price.	80
ACC-DE	MKTG-0010	Marketing 2	This course provides students with an in-depth understanding micro marketing. It makes a detailed investigation into target market, product, price, place and promotion. Prerequisite: MKTG-0009	80
ACC-DE	MKTG-0032	International Marketing	This course provides students with the skills required to evaluate, plan and develop international marketing opportunities, analyze various government programs, understand the importance of culture and customs, economic development, political environment, legal issues, currency considerations, pricing strategies etc. as they relate to the development of an international marketing plan. Prerequisite: MKTG-	80

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
			0009 Corequisite: MKTG-0010	
RRC-DE	S17-M101	Basic Marketing 1	Explore the vital role of marketing in society and learn basic marketing principles. You'll develop a marketing strategy involving identifying target markets and the process for creating an effective marketing mix.	40
UofM A	61.352	Food Distribution and International Merchandising	An introduction to logistics management concepts and their application to domestic and international merchandising.	30
SKILL AREA 3-3 – MARKETING – MARKETING COMMUNICATION SKILLS				
ACC-Ag	COMM-0007	Presentation Skills 1	This course teaches students the "how to" of presentations in various contexts: one-to-one, small groups, two-way, etc. Students make their own unique presentations on a variety of different products, services or ideas. Students are taught how to use various presentation aids (video, flip charts, and overheads) to create an impact on the audience.	40
ACC-Ag	COMM-0110	Presentation Skills and Graphics	This course will provide the student with the skills needed to produce professional presentations using PowerPoint and the ability to present them.	unknown
SKILL AREA 4-1 – RISK MANAGEMENT				
AAFC	N/A	CAIS	Information and detail on the new farm risk management program including eligibility, calculation of benefits, application process and financial information needed. The sessions represent an excellent opportunity for farmers to receive answers to their questions on income risk management. A series of 33 sessions are planned in Manitoba during the October 20 th to November 4 th period of 2003.	3
UofM A	39.08	Diversification with Horticultural Crops	Principles of the uniqueness of production of horticultural crops including vegetables, fruits, herbs, spices and nutraceuticals. The potential for including these alternative crops in Prairie agriculture will be discussed.	30
UofM A	61.354	Financial Risk Management	Risk expected returns and valuation of capital; capital budgeting and dealing with risk; derivative securities and financial risk management; agricultural production and management of risk; agricultural risk management and public policy prerequisites 5.100 and 9.110 and 61/100 or former 61/250 or 61/251	30
MAFRI-MACC	N/A	Risk Management- MACC's Philosophy and Approach	Participants will learn about MACC's approach to agricultural lending and financial risk. Included is a discussion on the financial information needed to arrange a loan and how this information is used by lenders in the loan decision process. Advice and information on interest rates, security requirements and unique MACC loan program features is also included.	3
MAFRI-Farm Management	N/A	Understanding Risk Management in Agriculture	A detailed description of the new and evolving farm financial safety net program will be provided along with a discussion on the provincial crop insurance program. Also included will be an outline of the need and usefulness of general, life and liability insurance programs.	3
AAFC		Sessions on CAIS	A second series of 37 producer information sessions on CAIS is being held in Manitoba by A&AFC during the January 26 th to February 13 th period. Information and detail will be provided on the new farm risk management program including eligibility, calculation of benefits, application process and required financial information. These sessions represent an excellent opportunity for farmers to learn about this important new program and to receive answers to questions that they may have.	2.0
SKILL AREA 5-1 – SUCCESSION PLANNING				
MAFRI-Home Ec	Module 1	Building your farm succession plan: What is involved	develop effective succession plan to ensure continuation of family farm business and maintain harmony	1.5
MAFRI-Farm Management	Module 10	Methods of Transfer	Various ways to structure the transfer of farm assets to ensure the financial security of everyone involved.	1.5
MAFRI-Farm Management	Module 11	Estate Planning	transfer of your assets to your beneficiaries so as to minimize disruptions and income tax payable	1.5

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
MAFRI-Home Ec	Module 2	The Family Farm: Sorting Out family and business	how to keep boundaries between family and business clear to create an effective succession plan	2
MAFRI-Home Ec	Module 3	Goal Setting Creating the Framework for succession	learn the importance of setting personal and family goals in creating an effective succession plan	1.5
MAFRI-Farm Management	Module 4	Analysis of the Present: collecting the information	analyze present family farm business condition to develop an effective succession plan for the future	1.5
MAFRI-Home Ec	Module 5 section 1	Transfer of Management: The forgotten process	transfer responsibility and decision making to successor to ensure a smooth and successful succession	1.5
MAFRI-Farm Management	Module 5 section 2	Transfer of Management: Farm Business Arrangements	learn about various types of farm business arrangements and impact on succession planning	2
MAFRI-Farm Management	Module 7	Retirement Lifestyle	successful happy retirement that will ensure the continuation of your family farm business	2
MAFRI-Farm Management	Module 8	retirement Financial Security	steps necessary to ensure you have sufficient financial security to accomplish your retirement goals	2
MAFRI-Home Ec	Module 9	Ownership Transfer: Fair vs. Equal	plan for successful and fair transfer of farm assets ensure continuation of family farm business harmony	1.5
MAFRI	N/A	Family Farm Business Advisor Seminars	Seminars focus on advisors connecting with their clients. Participants will gain awareness of concepts and skills necessary for optimizing their effectiveness as a family farm business advisor.	6
MAFRI	N/A	Template for Agricultural Representative meetings on Farm Succession/Intergenerational Transfer	A template for use by an Agricultural Representative to organize a seminar on farm succession and intergenerational farm transfer issues. Template outlines eight subject areas involving farm succession and intergenerational transfer with a minimum time allocation for each subject. Agenda for each session requires pre-approval, including assignment of credit hours, from Manager of the Farm Management Section.	
UofSK	AG EC 35.3	Farm Business Arrangements	This course will provide an introduction to the general principles of law in the areas of civil actions, private or civil wrongs, contracts, commercial and consumer protection, debtor/creditor relationships, real property, family law, and wills and estates. Different types of organizational structures and farm business arrangements will also be discussed.	30
SKILL AREA 6-1 – TECHNOLOGY – UPGRADE				
RRC-DE	S17-C049	Computers and Management	This course is designed to introduce the concept of using and dealing with the computer as a management tool. It includes the application of the computer in the four management functions of planning, organizing, controlling and staffing.	40
ACC-Ag	COMP-0006	Computer Systems	In this course students become literate in the area of computers in general, and in microcomputers specifically. Students learn about hardware and software components of a microcomputer system and receive hands-on-on experience with the Windows 95 operating system, Internet and email.	40
ACC-Ag	COMP-0102	Introduction to computers	This course makes students literate in personal computers. Students learn about the hardware and software components of a personal computer system and receive guidelines for those interested in purchasing a computer system. Students also learn the principles of word processing, spreadsheets and database management applications using Microsoft Works.	80

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC-OA	COMP-0038	Information Systems	This course builds on the topics learned in previous courses. Topics include hardware/software selection, needs assessment, networks, computer and data security and privacy issues, document management and data integration. Prerequisite: COMP-0006 and COMP-0129 and COMP-0007 and COMP-0009	40
RRC	B15-S213	Microcomputer Productivity Software 1	This course covers the fundamentals of using Microsoft Word for basic word processing functions. Students will learn to create and edit basic and advanced spreadsheets using Microsoft Excel. Students will learn to conduct research and communicate on the World Wide Web using Netscape Communicator.	40
RRC-DE	S17-A367	Introduction to Microcomputers	This course is a survey course. It is intended to introduce computer software to those with little previous experience. While the basics of several computer software programs will be covered, this course is not designed to be exhaustive in its scope. It is designed to prepare students for further study with computer applications usage.	30
RRC	N/A	Ms Outlook 200 the complete course	The purpose of this workshop is to help you become familiar with the messaging and collaboration capabilities of Microsoft Outlook. It's much more than just reading e-mail. After completing the workshop you will be able to: receive, read, and reply to messages; compose and send text messages; create a signature; open and save attachments; create mail and contacts lists; create folders; create HTML formatted e-mail; organize and view information; use the organize button; filter out junk mail; create and manage tasks; get full use of the calendar; manage contacts; retrieve a file using Outlook journal; share information with others; use the collaborative features; use voting and tracking; and create a meeting request.	8
RRC	N/A	Introduction to Microsoft office 2000	Learn to use Windows 98, Word, Excel and PowerPoint. Each component will be covered individually, as well as integrated software programs.	39
SKILL AREA 6-2 – TECHNOLOGY – DATABASE				
ACC Coned	COMP-0061	Access 1	Students learn how to plan and create a database. Topics covered include creating tables (with and without a wizard), data manipulation and creating queries, forms and reports. Prerequisite: Windows	20
ACC Coned	COMP-0062	Access 2	This course focuses on making the student more familiar with Microsoft Access, as well as introducing some new features. The students learn more about the operation of a DBMS. Students design a database application, receive additional database theory, as well as knowledge of add-ins, wizards, macros and object linking and embedding (OLE). Prerequisite: Access 1	20
ACC-Ag	COMP-0009	Database 1	This course introduces the fundamental concepts of database management. Students learn how to operate database application software, how to design and create databases, how to add and modify data and extract information using queries and reports. Prerequisite: COMP-0006	40
ACC-Ag	COMP-0093	Database Applications Farm 1	In this course students develop the skills needed for using a database management program. Course topics include types of database systems, planning a database, sorting information and performing queries, creating reports, and designing and maintain a database system. (MS Works software is used in this course.)	40
ACC-Ag	COMP-0094	Database applications farm 2	In this course students develop the skills needed for using a database management program. Course topics include types f database systems, planning a database, sorting information and performing queries, creating reports, and designing and maintain a database system. (MS Access software is used in this course.)	40
ACC-OA	COMP-0010	Database 2	This course expands on the database management procedures previously introduced and provides the skills to develop simple database applications. It is recommended that a minimum grade of C be attained in Database 1 before taking Database 2. Prerequisite: COMP-0009	40
RRC	N/A	Microsoft access 2000 (database)	Students will learn the basics of this database software.	30
RRC	N/A	Using MS Access	Become familiar with the Microsoft Access database program as you learn to design your own database by building fields for mailing lists, tables, forms, reports and more. Prerequisite: Introduction to computers or working knowledge of computers with Windows.	30
SKILL AREA 6-3 – TECHNOLOGY – INTERNET				
ACC Coned	COMP-	Internet	This course is designed for people who want to know more than just the basics. Students re instructed on how to run interned software	20

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
	0073		through hands-on operation of the program. Students download and install software from remote sites. This course includes instruction on protection against computer viruses. The course includes a discussion of etiquette and questionable practices. Prerequisite: COMP-0196	
ACC-Ag	COMP-0097	Agriculture and the internet	Course gives students a practical, hands-on set of skills for using the Internet in an agricultural setting. Topics include basic email, an introduction to the Web, basic searching, news groups (Usenet), downloading and getting connected to the Internet. Emphasis is on learning the vocabulary and etiquette of the Internet.	40
OSD	OSD	Internet-Advanced Techniques for Searching the Web	You will learn how to: choose search tools appropriate for the job; download files - evaluate and find; use Internet resources; construct search queries; use advanced search features.	3
OSD	OSD	Internet-An Introduction	You will learn how to: access and navigate the World Wide Web; use Internet Explorer's search tools; use the Help System; set Internet options; use Winzip; with Favorites and Bookmarks; personalize a Home Page	7
RRC-DE	S17-A365	The internet: Technological Edge in Business and education	Experience the theory, tools, and resources used in the internet environment. Learn what the internet has to offer and develop the knowledge to access information databases.	40
SKILL AREA 6-4 – TECHNOLOGY – MARKETING				
RRC-DE	S17-C050	e-business fundamentals	This course will introduce the student to Canadian business, specifically what affects business, entrepreneurship, management, production and marketing, accounting and financial planning and special topics. 'Emphasis is on electronic technologies.	90
ACC-OA	COMP-0014	Desktop Publishing	In this course students learn basic design and page layout techniques for effective desktop publishing using current desktop publishing software. Prerequisite: COMP-0129 or permission of the instructor	40
ACC-OA	COMP-0052	Desktop Publishing Project	In this course students complete desktop publishing projects using current desktop publishing software. Prerequisite: COMP-0014	40
OSD	OSD	Internet - Designing a Web Page	You will learn how to: create and edit web pages; apply paragraph and character formatting to web pages; create links between and within pages; create links to the World Wide Web; create a navigation bar; add special features such as hover buttons and search forms; create framed pages	7
ACC Coned	COMP-0076	PowerPoint 1	This course is an introduction to PowerPoint, widely used in business to prepare electronic presentations, overhead slide presentations, speaker notes and handouts. It focuses on familiarizing the student with the capabilities of the program. Students use templates to create presentations and then enhance these with images, clipart, animations, font variations and colour schemes. Transitions and builds are utilized to smoothly change between slides ensuring your presentations effectively convey your message to the audience. Prerequisite: COMP-0196	20
RRC	N/A	PowerPoint 2000 multimedia	This workshop will provide you with a basic understanding of Microsoft' PowerPoint. After completing the workshop, participants will be able to: open a new presentation in PowerPoint, select a background design, add text, graphics, etc., change layouts, change backgrounds, save the presentation, present an electronic presentation; print overheads, handouts and outlines.	8
SKILL AREA 6-5 – TECHNOLOGY – SPREADSHEET				
ACC Coned	COMP-0068	Excel1	This course is an introduction to widely used Windows based electronic spreadsheets. Using Excel, students are given practical knowledge of the basic functions of electronic spreadsheets and hands-on-on training in preparing inventory records, mailing lists and financial documents.	20
ACC Coned	COMP-0069	Excel 2	Students learn to work with templates and multiple worksheets in a workbook, data tables, macros for visual basic and scenario manager. Prerequisite: COMP-0068	20
ACC-Ag	COMP-0007	Spreadsheets 1	This course is an introduction to electronic spreadsheet software. Students obtain practical knowledge of the basic functions and operations of spreadsheet software. Activities include creating, editing, formatting and printing spreadsheets using formulas, simple functions and graphing. Prerequisite: COMP-0006	40

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC-Ag	COMP-0008	Spreadsheets 2	This course reinforces students' knowledge of microcomputers and spreadsheet software. It examines practical, business-oriented applications for spreadsheet software. Topics include graphing, database management, advanced functions and macros. Prerequisite: COMP-0007	40
ACC-Ag	COMP-0035	Spreadsheet application farm 1	This course develops students' skills for using an electronic spreadsheet program. Course topics include what a spreadsheet is and what it can do, rules of spreadsheet design, graphing information, developing spreadsheet templates and modes, and creating and using macros. (MS Works software is used in this course.)	40
ACC-Ag	COMP-0092	Spreadsheet application farm 2	This course develops students' skills for using an electronic spreadsheet program. Course topics include what a spreadsheet is and what it can do, rules of spreadsheet design, graphing information, developing spreadsheet templates and modes, and creating and using macros. (MS Excel software is used in this course.)	40
RRC	N/A	Microsoft excel 2000	The objectives of this course are to become familiar with spreadsheet concepts; learn to use the basic features of the program; be able to use Excel in a workplace environment. Prerequisite: Introduction to computers or a good working knowledge of computers.	40
RRC	N/A	MS Excel 2000	Learn how to create, edit, and manage worksheets in MS Excel 2000 as they relate to business applications. Learn how to use the spreadsheet for popular functions, charting and databases.	30
SKILL AREA 6-6 – TECHNOLOGY – WORD PROCESSING				
ACC Coned	COMP-0085	Word 1	Word is one of many word processing packages used in today's office environment. This course provides understanding and skills that can be transferred to any other word processing package. It is user friendly and compatible with WordPerfect. Students learn how to create a document, save a document, insert, delete, move, copy, format, retrieve, print and edit. Prerequisite: COMP-0196 and 25-wpm typing.	20
ACC Coned	COMP-0086	Word 2	Students learn how to create tables, columns, tables of contents and indexes. Students also learn how to perform a mail merge to generate from letters or labels. Prerequisite: COMP-0085 and 25-wpm typing.	20
ACC-Ag	COMP-0058	Word Processing	In this course students learn to create, save, edit and print business documents such as memoranda, letters, tables, newsletters and long reports in proper format. It covers worked processing features including page set-up, formatting and document checking. Prerequisite: COMP-0006	40
ACC-OA	COMP-0046	Word Processing 2	In this course students approve keyboarding speed and accuracy, learn advanced word processing concepts, format business documents such as memoranda, letters, reports, tables, itineraries, minutes and agenda, and practice proof reading and communication skills. This course gives students the opportunity to develop superior production skills through repetitive and concentrated practice. prerequisite: COMP-0129	80
ACC-OA	COMP-0129	Word Processing 1	In this course students learn keyboarding by touch technique, basic work processing concepts using Worked 97 and formats of business documents such as memoranda, letters, reports and tables. This course gives students practice in proof reading and communication skills and develops efficient production skills through repetitive and concentrated practice.	80
ACC-OA	COMP-0130	Word Processing 3	This course gives students the opportunity to apply their knowledge of worked processing concepts using a worked processing software package different from the ones used in Word Processing 1 and 2. Prerequisite: COMP-0046	40
RRC-DE	S17-A376	Word Processing: Word Version 2000	Learn the basics of word processing as well as advanced features. Topics include entering and revising text, formatting text, inserting pictures, line spacing, indenting, setting tabs, moving and copying text, spell checking, bulleted and numbered lists, mail merging, and labels.	40
RRC	N/A	Word 2000	Learn basic editing, character and paragraph formatting, tables, merges, graphics, templates and more.	8
SKILL AREA 7-1 – UPGRADING				
RRC-DE	S17-X002	Financial Mathematics	Learn the application of mathematics to solve practical business problems. The concept of compound interest is applied to single payments, present values, various annuities, debt extinction, sinking funds, bond investments and capital expenditure decisions.	45
RRC-DE	S17-E841	Basic Business Communication	The objective of this course is to enable the student to become a clear, concise forceful communicator in both the oral and written modes. The term begins with an introduction to the process and principles of effective communication. These principles will then be applied to various methods of communication used in business: memos, letters, and short speeches.	30

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC-Ag	MATH-0001	Financial Mathematics	This course addresses the fundamental concepts used in financial analysis, including the topics of simple interest, compound interest, simple annuities and compound annuities. The course teaches concepts with the use of pre-programmed financial calculators.	40
ACC-OA	COMM-0039	Business English	In this course students learn to use the English language correctly and effectively. It emphasizes grammar, vocabulary, mechanics (spelling, punctuation, capitalization, etc.) and quality of expressions.	40
ACC-OA	COMM-0040	Written Communications	The ability to write effectively is a skill that is vital to all businesses. In this course, students will study writing styles and the content of various types of correspondence. Emphasis is on composing a variety of business letters and memoranda. prerequisite: COMM-0039	40
ACC-OA	MATH-0012	Business Arithmetic	This course reviews basic arithmetic skills, algebra and problem-solving skills. As well, students develop operating techniques and skills using an electronic calculator.	40
RRC-DE	S17-A194	Adult 12 pre-technology mathematics	Students completing this course will have the prerequisite for RRC two-year technology programs. Successful completion also qualifies students for direct entry into first year mathematics and statistics courses at the University of Manitoba and University of Winnipeg.	200
RRC-DE	S17-X001	Business Mathematics	Begin with a review of basic arithmetic and algebraic operations. Then study the application of ratio, proportion and percent to business problems including trade and cash discounts, commissions and fees, taxes, markups and income statement analysis. Finally, learn financial mathematics topics: simple interest and discount equivalent payment and negotiable instruments.	40
UofM Coned	33001	mathematical skills	Learn how to apply mathematical skills to both elementary and computationally complicated situations, consistently and with confidence. Class format includes a review of fundamental concepts, demonstrations, problem solving, applications and regular testing, including a final examination.	22
UofM Coned	97601	mathematical skills preparation course	Students wanting a quick "back to basics" refresher will gain the skills necessary to approach the Mathematical skills course with confidence. In six short weeks, the instructor will assist you in applying fundamental concepts from basic to more complex problems in a comfortable learning environment.	24