

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.

Contact Information:

Academy of Learning: <http://www.academyoflearning.com/>

Ag. Chieve Corporation of Winnipeg: <http://www.ag-chieve.ca>

(ACC) Assiniboine Community College: 1-800-862-6307 www.assiniboine.net

Bieber Securities Inc. – Julie Leefe Seminars: 1 (800) 205-9070

Bud Williams: <http://www.BudWilliamsMarketing.com>

Campus Alberta – Athabasca University:

www.athabascau.ca/campus/courses/smbm

Canada Farm Business Management Council: <http://www.farmcentre.com>

Canada/Manitoba Business Service Centre: 1 (800) 665-2019 or (204) 984-2272

http://www.canadabusiness.ca/servlet/ContentServer?cid=1115909130301&lang=en&pageName=CBSC_MB%2FCBSC_WebPage%2FCBSC_WebPage_Temp&c=CBSC_WebPage

Canadian International Grains Institute: (204) 983-5344

Canadian Training Resources: www.ctrcanada.com

Canadian Professional Business Management Services: 1 (888) 452-6422

<http://cpmsnational.com>

Canwest: <http://www.canwestdhi.com/>

Credit Union Source (CU Source): Manitoba residents: 1 (866) 664-6166 or (416) 232-3473

Crocus Hill Ventures Inc.: Phone: (306) 283-4815

Email: crocushillsventures@yahoo.ca

David Zinger: www.davidzinger.com

(FCC) Farm Credit Canada: <http://www.fcc-fac.ca/en/index.asp>

Farmlink: <http://www.farmlinksolutions.ca/>

Fieldstone Ventures Education Training Centre of Ashern:

<http://www.fieldstoneventures.ca/Other/Links.htm>

Greener Pastures Grazing Management Ltd: please contact the following regarding your area for seminars: Dauphin (204) 937-6460, Gladstone (204) 385-6633, Pilot Mound (204) 825-3512

Holistic Management: <http://www.holisticmanagement.org>

Interlake School Division: <http://www.isd21.mb.ca/>

Julies Tax Service: <http://www.juliestaxservice.com/>

Keystone Agriculture Producers (KAP): <http://www.kap.mb.ca/yfc>

(MAFRI) Manitoba Agriculture, Food and Rural Initiatives – Please call your local GO office <http://www.gov.mb.ca/agriculture/index.shtml>

Manitoba Forage Council: (204) 268-6228 or www.mbforagecouncil.mb.ca

Manitoba Rural Adaptation Council Inc.: 1(800) 216-9767 www.mrac.ca

Mediation Services: (204) 925-3410 www.mediationserviceswpg.ca

(MNP) Meyers Norris and Penny: <http://www.mnp.ca/00home/>

Olds College: <http://www.oldscollege.ab.ca/>

OSD (Organization & Staff Development): (204) 945-2276

<http://www.gov.mb.ca/csc/osd/index.html>

Pike Management Group: 1 (877) 410-7595 or (403) 410-7595
Prairie Skills Learning Centre: http://www.deloraine.org/cim/71C185_274T11883.dhtm
Prairie Swine Centre: (306) 373-9922
Ranch Management Consultants: <http://www.ranchmanagement.com/index.html>
(RRC) Red River College: 1-800-616-1113: www.rrc.mb.ca
South Interlake Credit Union Limited: (204) 785-7600 <http://www.sicu.mb.ca>
Talbot and Associates: www.johntalbot.ca/
(U of M) University of Manitoba: www.umanitoba.ca
(U of SK) University of Saskatchewan:
<http://www.extension.usask.ca/ExtensionDivision/credit/Certificate/FBM.html>
University of Lethbridge: <http://www.uleth.ca/>
(WCE) Winnipeg Commodity Exchange Inc.: www.wce.ca
Winnipeg Foundation: <http://www.wpgfdn.org/>
Women's Enterprise Centre: <http://www.wecm.ca/>

Effective: June, 2008

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
SKILL AREA 1-1 – FINANCIAL MANAGEMENT				
ACC	BUSN-0083	Business Principles	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	ECON-0012	Agricultural Economics	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	BUSN-0018	Finance 1	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
ACC	BUSN-0053	Farm Business Planning	Includes farm management principles, farm business performance, budgeting risk and uncertainty, farm financing, farm planning, business organization, machinery management and agricultural marketing.	40
Bieber Securities Inc.	N/A	Julie Leefe Seminars	Asset Allocation, 1 hour Balanced Financial Planning, 2 hours Financial Planning Approaches to Retirement & Off-Farm Investments, 2 hours Investment Planning/Risk Management, 2 hours Live for Today, Plan for Retirement (Income Planning, New Investment Trends, Risks & Legacies), 1 hour Managing Outliving Savings, 1 hour Investing in Low-Interest Environment, 1 hour Personal Financial Planning (FPSC Material & "Ages and Stages"), 1 hour Planning for Retirement Income, 1 hour RESPs, 1 hour The Role of Trusts in Estate Planning, 1.5 hours Saving for Education, 1 hour Retirement Projections, 1 hour	1 2 2 2 1 1 1 1 1 1 1.5 1 1
Crocus Hill Ventures Inc.	N/A	Mastering the Business of Agriculture	Work together in groups to learn and improve your goal setting, economic and financing skills. DAYS 1&2- Goal Setting, Values and Beliefs, DAY 3&4- Economics and Finance, DAY 7- 1on1 work with Economics and Finance, DAY 9-12- Management Training Meetings/SWOT meetings. (Note: Days 5,6&8 are not eligible for Management Training Credit)	77

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
FCC	N/A	Advanced Farm Manager Program	Discuss and learn about Agri-Food Trends, Value Chain Management, Human Resource Management, Succession Planning, Financial Planning, Financial Management, Price Risk Management	45
FCC	N/A	Financing and Credit Workshop	Learn about lending programs available, what lenders are looking for when viewing a credit application, managing credit and ratio analysis, use of benchmarks, break even analysis and debt servicing and leasing as financial options	6
Greener Pastures Grazing Management Ltd.	N/A	Year Round Grazing Systems 2007	Introductory course covering grazing management, cell designs, water systems, economics, swath and bale grazing.	8
Holistic Management	N/A	Holistic Management	Alternative method of viewing the farm business and of planning the basis of overall and integrated set of available farm resources. The course considers economics, environment and family values, among other concepts	21
KAP	N/A	KAP Young Farmers Meeting 2008	Includes coverage of topics such as managing intergenerational transfers, MAFRI's role with young farmers, harnessing technology on the farm and building effective business plans.	4
MAFRI	N/A	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.	10
MAFRI	N/A	Surviving Tough Times in the Hog Industry	Topics include alternate feeding strategies to reduce costs, reducing input costs, maintaining operations in good conditions prior to repopulating, financial analysis and dealing with creditors and discussion of major issues facing Manitoba hog producers.	3
Prairie Swine Centre	N/A	Simple Ways to Improve Your Barns Profitability 2008	Topics include whole barn approach to maximizing your barns revenue, tips and strategies for reducing energy use, ways to maximize revenue in your feeding program and re-investing in the future.	3
Ranch Management Consultants	N/A	Ranching for Profit	Help for farm and ranch families increase profit, improve their land resource basis, build effective management teams and prepare the next generation to continue to manage the farm or ranch effectively and responsibly. Seven day event including production and financial management training	30
RRC	ECON-1022	Economics 1	Explore the fundamentals of the Canadian economy, the basic tools of microeconomics - supply and demand and how they interact to determine price under varying conditions. Examine economic problems including corporate concentration, labour unions, government growth, controls and policy issues including agriculture, energy and the environment.	50
Talbot and Associates	N/A	Farm Probability Workshop	Focus on grain marketing, CAIS and tax management. (half day/full day workshops)	3.7

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
U of M	ABIZ 3080	Introduction to Econometrics	Application of statistical tools, especially regression analysis for estimating economic relationships and testing economic hypotheses through the use of spreadsheets and data sets. Students may not hold credit for both ABIZ 3080 and former 018.344. Prerequisite: STAT 2000 (or 005.200) or equivalent, or a grade of "C" in ECON 3170 (or 018.317).	40
U of M	ABIZ 0440	Agricultural Economics & Marketing 1	Introduction to key economic concepts and business principles and their application to Canada Agribusiness.	30
U of M	ABIZ 0680	Agribusiness Management	The application of economic, accounting and management principles to organizing, operating and managing an agribusiness enterprise.	30
U of M	ABIZ 1000	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
U of M	ECON 2450	Macroeconomic Theory & Its Applications 1	Theories of consumer demand, production, cost, factor demand and market structure, with attention to institutional and historical framework and policy applications. May not hold credit for ECON 2450 (018.245) and any of: ECON 2451 (018.245) or ECON 2700 (018.270). Prerequisite: Grade of "C" or better in six credit hours of 1000 level Economics or written consent from department head.	40
U of M	ECON 2470	Macroeconomic Theory and Its Applications 1	Study of fluctuations in national income, output, employment, money and prices and stabilization policy, within the framework of standard macroeconomic models of a closed economy, with attention to institutional and historical framework. May not hold credit for ECON 2470 (018.247) and any of: ECON 2471 (018.247) or ECON 2800 (018.280). Prerequisite: Grade of "C" or better in six credit hours of 1000 level Economics or written consent of department head.	40
U of M	ABIZ 0460	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
U of M	ABIZ 0470	Financial Management 2	Study of analysis of financial statements and financial information by decision makers managing the finances of farms and agricultural business.	30
U of M	ABIZ 3530	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.	30
U of M	ABIZ 0720	Farm Business Management	Application of decision making principles in terms of farm production, finance, and marketing.	30
U of M	ABIZ 0690	Agricultural Finance and Credit	Application of financial management concepts in evaluating investment options and risk in farm and agribusiness decision making.	30
U of M	N/A	Management Planning Project 1	Developing objective-driven plan that deals with production, personnel, marketing and financial management of a farm or off-farm business. Delivered by the School of Agriculture to second year diploma students.	30

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
U of M	N/A	Management Planning Project 2	Refinement of the plan developed in 065.064 with emphasis on generating and analyzing a complete set of financial statements for a farm or off-farm business. Delivered by the School of Agriculture to second year diploma students.	30
U of M, ACC, Olds College	N/A	Basics of Horticulture	Provides basic business management training to individuals who are engaged in or planning to diversify into horticulture sectors. An elective course under the Prairie Horticulture Certificate Program.	30
U of SK	AG EC 52.6	Economics	An introduction 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
U of SK	AG EC 26.4	Financial Analysis for Farm Business Management	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
U of SK	AG EC 27.5	Budgeting for Farm Business Management	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
SKILL AREA 1-2 – FINANCIAL MANAGEMENT – ACCOUNTING				
Academy of Learning	N/A	Ag Expert	Guides students through set-up, transactions, reporting, payroll, advanced features and CAIS reporting	50
ACC	ACCT-0003	Financial Accounting 1	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	ACCT-0004	Financial Accounting 2	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	ACCT-0005	Financial Accounting 3	Provides comprehensive coverage of financial accounting topics such as the accounting cycle, income statement and balance sheet presentations, assets and revenue recognition, and capital acquisitions. Prerequisite: ACCT-0004 and MATH-0001	6
ACC	ACCT-0016	Manual Accounting Simulation	Students develop an understanding of the accounting cycle using simulated source documents and practice sets. Corequisite: ACCT-0015	40
ACC	COMP-0160	Computerized Accounting 1	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

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	COMP-0161	Computerized Accounting 2	Expansion 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
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. Covers general journal, accounts receivables, and accounts payables. Prerequisites: knowledge of manual bookkeeping and basic computer literate.	40
ACC or FCC	AGRC-0172	Ag Expert Analyst 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 or 14
ACC or FCC	N/A	Ag Expert Analyst (accounting) Advanced/Bridging Course	One-day and two-day sessions are available. This course is designed to help existing GOLD or LITE program user's 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 or 14
ACC	AGRC-0162	Ag Expert Field Laboratory	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 or 14
ACC	ACCT-0019	Bookkeeping for Small Business	Identify basic internal control procedures. Topics include the recording process, ledgers and trial balance, financial statements and closing entries, cash and how to handle it, accounts receivable, inventory and salaries.	30
Fieldstone Ventures Education and Training Centre of Ashern	N/A	QuickBooks/Simply Accounting	Basic knowledge on the use of QuickBooks and basic accounting skills.	12

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
Fieldstone Ventures Education & Training Centre of Ashern	N/A	Manual Bookkeeping	Learn the basics on bookkeeping, how, when and what.	12
FCC	N/A	Ag Expert Seminars	Be able to learn to enter all their income and expense transactions and automatically track their GST. Ag Expert includes features like the ability to enter transactions into the new fiscal year without restriction – while the previous year-end is being completed – and a summary screen that lets you view key bank accounts and information at a glance.	7 or 14
FCC	N/A	Ag Expert Field Manager	Set-up and use of Field-Master and Field-Mate. Detailed information on using the program and Palm to PC synchronization, crop planning, report generation and management of software. Accurate complete and easy to use crop and field reports vastly improve your management effectiveness in today's agriculture.	7 or 14
FCC	N/A	Farm Financial Management-Statements and Ratios	Help you advance your knowledge of statements and ratios so you can analyze your operation better and maximize your operation's financial performance.	5
FCC	N/A	Farm Financial Management-Profitability	Prepare a detailed annual budget, set a profit target each season, interpret and analyze financial data. Secure key relationships with lenders and suppliers, examine the pros and cons of a cash versus accrual system, train the next generation to understand the financial operation of the farm and maximize cash flow to get more choice.	5
Julies Tax Services	N/A	AG Expert Analyst Computerized Training	Hands on course designed to enable participants to set up and use a complete set of farm books including CAIS using the Ag Expert software.	2,3, 6 hr day classes
MAFRI	N/A	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
MNP	N/A	Ag Expert Training	Beginner course targeted to individuals who have minimal experience with computer accounting programs. Intermediate course targeted to those who have used a computer accounting course. Advanced course targeted to individuals who are already using Ag Expert.	7,12,5
Olds College	AGEC 245	Advanced Farm Accounting	Application of the principles learned in an introductory financial accounting course to an account book exercise as well as a study of enterprise accounting, cash flows and expansion of the use of physical records. Transfer credit available.	40
Prairie Skills Learning Centre	N/A	QuickBooks 1	Learn how to set up a company file, enter opening balances, cash accounting, set up for accounts payable and accounts receivable.	20

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
Prairie Skills Learning Centre	N/A	QuickBooks 2	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.	20
Prairie Skills Learning Centre	N/A	Simply Accounting 1	Basics of accounting, including journal entries. Ideal course for small business owners and those who do farm accounting. It covers general journal, accounts receivables, and accounts payables.	20
Prairie Skills Learning Centre	N/A	Simply Accounting 2	More advanced features of a computerized accounting system.	20
RRC	Acct-1007	Bookkeeping and Accounting for Small Business	Study the practical side of BOOKKEEPING and accounting, and learn to identify basic internal control procedures. Become familiar with the recording process, ledgers and trial balance, financial statements and closing entries, cash and how to control it, accounts receivable, inventory and salaries.	48
RRC	ACCT-1088	Simply accounting- Windows	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	COMP-1450	Quickbooks- Windows	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
U of M	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 behavior, concepts and terminology, product costing and management, and estimation techniques; and the budgeting process.	36
U of SK	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
Women's Enterprise Centre	N/A	Shoe Boxes are for Shoes	Designed for those who know little about accounting, this will introduce the basics. Become familiar with bookkeeping vocabulary and receive an overview of double-entry bookkeeping.	2
SKILL AREA 1-3 – FINANCIAL MANAGEMENT – AGRIBUSINESS				
ACC	BUSN-0120	Business Planning in Ag	Each student is required to complete a plan for a business of his/her choosing.	40

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	BUSN-0130	Business Planning in Ag 2	Opportunity to utilize techniques and processes introduced in the Business Planning in Ag 1 to investigate the primary financial factors of different types of agribusinesses, from commercial farm operations to farm supply outlets. Utilizing a case study approach, students gain practical experience in examination of financial statements and form, students compare and analyze these businesses based on common financial indicators; return on equity, economy of scale, capital requirements, etc. Prerequisite: BUSN-0120 Business Planning in Ag 1	40
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
MRAC	N/A	Value Chain Initiative	Module 1 – introduces farmers and farm groups to value chains and developing value chain strategies. Module 2 – helps farmers and farm groups put strategies into practice.	8 8
RRC	ACCT-1039 or ACCT-1971	Financial 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	ACCT-2043	Financial Accounting 2	Expanding on Financial 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
SKILL AREA 1-4 – FINANCIAL MANAGEMENT – OFF FARM INVESTMENTS				
MAFRI	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
U of M	ABIZ 3560	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				
ACC	AGRC-0040	Agricultural Tax Planning	Instruction covers tax planning for agricultural producers in Manitoba. Case studies include income tax, capital gains and investments.	40
MAFRI	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

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
U of SK	AG EC 34.4	Income Tax Management	Exposes 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.	
SKILL AREA 2-1 – MANAGEMENT – AGRIBUSINESS				
ACC	BUSN-0027	Management	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 behaviors in different situations.	80
ACC	BUSN-0019 DE	Management Skills Development	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
Canwest DHI	N/A	Dairy COMP 305	Allows a dairyman to easily manage the production, reproduction, parlor performance, health, inventory and culling activity in herd.	7
C/MBSC	N/A	Import/Export Information	For those operating small business who may be importing commercial goods into Canada. Topics include import process, advance rulings, business numbers, tariff classification, appeals, origin/tariff treatment, Administrative Monetary Penalties System and value for duty.	N/A
C/MBSC	N/A	Completing the B3 Accounting Document	Learn how to complete a Canada Border Services Agency B3 form.	N/A
C/MBSC	N/A	Finding a Business Idea	Want to start your own business but don't know where to start. This seminar offers tips on where to find sources that generate business ideas.	N/A
C/MBSC	N/A	Introduction to PST	Learn the basics of PST and when and how to apply it to the sale of your goods and services	N/A
C/MBSC	N/A	GST Workshop	Learn the basics of GST/HST and how to simplify GST remittances and complete a GST return.	N/A
C/MBSC	N/A	Classifying Your Imported Goods	How to properly classify and determine the 10-digit tariff code for goods you import into the country.	N/A
C/MBSC	N/A	Interactive Business Planner	How to use the Interactive Business Planner tool to develop a personalized business plan online that you can access anytime and anywhere.	N/A
C/MBSC	N/A	Starting a Business and Canada Revenue Agency	For people who have just started or are about to start an unincorporated small business. Covers how bookkeeping, records, types of income/expenses to report, filing requirements and rights and obligations.	N/A

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
RRC	MGMT-1161	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, and 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	N/A	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
U of Lethbridge	Economics 3010	Intermediate Microeconomic Theory	Approach to optimal resource allocation in a competitive economy; the theory of consumer behavior; theory of cost and production; price determination under perfect competition and monopoly; general equilibrium theory, welfare economics. Prerequisite: Economics: 1010	30
Manitoba Competitive-ness, Training and Trade	N/A	Manitoba Business Start Workshop	Covers details on business plans, resources available for small business development, and bookkeeping, financial management, business management, sales and marketing.	18
U of M	FOOD 4510	Food Product Development	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
U of M	FOOD 4520	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 consent of instructor.	30
U of SK	AG EC 42.6	Financial Accounting	Provides an introduction to the concepts and principles of accounting and an understanding of the process by which financial information is accumulated and reported in a financial statement. Accounting for operating activities, investing and financial activities emphasized for sole proprietorships, partnerships and corporations.	60
SKILL AREA 2-2 – MANAGEMENT – COMMUNICATION SKILLS				
ACC	COMM-0001	Applied Communications	Practice and develop the written communication skills necessary to write succinct informational and analytical reports in an agribusiness setting. Prerequisite: COMM-0006	40
ACC	COMM-0006	Communications	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, and the writing process, writing letters, memos and employment messages.	80
CU Source	NETG-45003	Interpersonal Communication: Listening Skills	Identify differences between hearing and listening, increase productivity by listening, use critical listening skills, recognize different listening problems and restrict distractions while listening.	4

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
CU Source	NETG-44503	Sales Skills: Overcoming Obstacles	Complete a key-issues matrix when speaking to clients, ask specific questions to help clients understand their decision-making process, complete nine steps when creating a sales presentation, create presentations that are persuasive, stimulating, focused and flexible, determine a client's true objectives and use interpersonal and leadership skills to respond to objectives.	
CU Source	NETG-43110	Self Development: Balancing Your Personal and Professional Life	Differentiate among values, needs and wants, take actions to make your daily life reflect your priorities, manage the sources of stress in your professional and personal life, use communication to manage stress and take actions to become more organized at work and at home.	2
CU Source	NETG-43114	Self Development: Improving Your Memory	Recognize properties that affect how well you remember information, identify affects stress have on your memory, recognize how to associate and personalize information to enhance your memory, identify actions that can help you overcome absentmindedness, differentiate among the link method, loci method, acrostics and peg lists and identify how managing information prevents information overload.	2
David Zinger	N/A	Beyond <i>Just Do It 2</i> Leading, Coaching, Mentoring and Crucial Conversations	Focuses on how to achieve results through relationships by effective and efficient engagement in coaching, mentoring and crucial conversations.	7
Mediation Services	N/A	Difficult Conversations	Explore how to transform difficult situations into opportunities for insightful conversations about things that matter the most . Prerequisite: ICR	13
OSD	N/A	Essential Skills for a Team Based Workplace	Delivered in 3 parts. Part 1- types and components of communication. Part 2 - features workplace conflict (effects and choices). Part 3 - features interpersonal skills required including listening, questioning, effective feedback and assertive confrontation.	6
OSD	LIS001	Powerful Listening: The Art and Practice	Workshop designed to make you a more powerful listener and responder in interpersonal communication. It will help you understand the emotions and intentions of people.	7.5
Prairie Skills Learning Centre	N/A	Applied Communications	Students practice and develop the written communication skills necessary to write succinct informational and analytical reports in an agribusiness setting	25
Prairie Skills Learning Centre	N/A	Basic Business Communication	Enables students to become clear, concise, forceful communicator in both the oral and written modes. An introduction to the process and principles of effective communication. Principles will be used in business: memos, letters and short speeches.	25
RRC	COMM-1170	Interpersonal Communication 1	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
RRC	SEMR-9152	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.	8

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
RRC	COMM-1000 or COMM1044	Business Communication 1	Learn the techniques and processes involved in writing and speaking effectively for BUSINESS. Learn to apply the direct pattern to BUSINESS correspondence. Also, you will develop report presentation skills by writing reports and then adapting them for oral presentation. Finally, you will familiarize yourself with the theory and practice of conducting and participating in meetings. Competent language usage will be emphasized through out the course.	
U of M	DAGR 0410	Communication and Learning Skills	Designed to improve learning skills and abilities in written and oral communication.	30
U of M	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
U of M	N/A	Communication for Professional Practice	Explore advanced communication skills as applied to professional practice in the field of human ecology. The course will explore a variety of oral and written communications used by professionals, including interviewing, small group facilitation and public speaking.	40
U of M	AGRI 2030	Technical Communications	Lectures and workshops to develop written and oral communication skills for preparing and presenting scientific and technical reports. Basic composition skills, communication graphics and job interview techniques included.	40
Woman's Enterprise Centre	N/A	How to Write an Effective Proposal	Key parts of an effective proposal and provide tips on how to make your proposal appealing to the client. It will discuss where to search for contract opportunities and how to address the criteria in the RFP	2
SKILL AREA 2-3 – MANAGEMENT – CONFLICT SKILLS				
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
OSD	N/A	Essential Skills for a Team Based Workplace	Delivered in 3 parts. Part 1 covers types and components of communication. Part 2 features workplace conflict (effects and choices). Part 3 features interpersonal skills required including listening, questioning, effective feedback and assertive confrontation.	6
RRC	SEMR-9254	Conflict Resolution	Conflict can arise whenever we spend time with others. Find out how to resolve conflict and manage interpersonal dynamics.	8

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
SKILL AREA 2-4 – MANAGEMENT – HUMAN RESOURCES				
ACC	HRMG-0007	Managing the HR Function	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	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
ACC	N/A	Recruitment and Retention of Staff	Keeping and retaining staff, finding and hiring new staff, traditional and non-traditional recruitment strategies.	2
FCC	N/A	Hiring and Keeping Employees	Use people management techniques that work. Inspire individual employees and work teams. Support and coach your key employees. Help your employees succeed.	8
Canadian Professional Management Services	N/A	Managing People for First Time Supervisors	Topics covered include your role as a supervisor, effective communication strategies, what tools can you rely on, using motivation to address problematic employees, principles of progressive discipline, 5 steps to coaching employees, setting performance goals, Determining when to coach or discipline, consistent treatment is not identical treatment and avoiding the top 3 supervisory pitfalls.	3
Canadian Professional Management Services	N/A	Developing Leadership Skills	Topics covered include identifying key attributes of an effective leader, when to use a different leadership style, avoiding common leadership errors, identifying the four critical components of leadership, strategies to develop effective leadership, the "leadership formula: to achieve results, Decision Making Model and how leaders make effective decisions and understanding the effect of time on your leadership style.	3
Canadian Professional Management Services	N/A	Enhancing Employee Performance	Topics covered: subjective/objective data collection, establishing performance criteria, identifying critical incidents, how to quantify behavioural criteria, building an performance plan, how to communicate performance objectives, linking employee goals with organizational goals, evaluating performance standards and why performance management is an on going process.	3
Canadian Training Resources	N/A	Leadership Development	Topics include how to become a manager of people, communicating like a manager, managing performance and making appraisals count.	7
RRC	SEMR-9120	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 human resource management and employment equity.	8
RRC	MGMT-1080 Or MGMT-1082	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

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
RRC	HUMR-1002	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	HUMR-1019	Human Behavior in Organizations	Address psychological principles and sociological concepts of human behavior in formal and informal organized groups. Learn the main aspects of individual and group behavior in purposeful group settings. Explore topics including group relationships, types of groups, task orientation, group structure, communication, leadership, group performance, and psychological climate, human needs in organizations, status, and social roles.	40
RRC	SAFE-1000	Occupational Safety and Health	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
U of M	24011	Managing the Human Resource Function	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
U of M	97978	Supervisory Management I	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 behavior; workplace diversity; and conflict resolution and negotiation.	36
U of M, ACC, Olds College	N/A	Human Resource Management (Horticulture)	Theory and practical aspects of human resource management in the prairie horticulture sector. An elective under the Prairie Horticulture Certificate Program	60
U of SK	AGRC 62.3	Human Resource Management	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	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

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	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	LAWG-0060	Corporate & Commercial Law 1	Introduction 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
MAFRI	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
U of M	DAGR 0760	Agricultural Law		30
U of M	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
U of M	27031	Business Law	Provides you with a general history of law and an introduction to the Canadian legal system related to business organizations.	36
U of M	28008	Canadian Business Law	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
SKILL AREA 2-6 – MANAGEMENT – MEETING SKILLS				
U of M	ABIZ 1010	Economics of World Food Issues & Policies	Economic forces that determine patterns of world agriculture; present conditions and limitations and future prospects for worldwide production and use of agricultural products.	30
SKILL AREA 2-7 – MANAGEMENT – PRODUCTION				
ACC	GEOS-0003	GPS Applications 1	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	APPR-0059	Interpretation of Records	Focuses on how to interpret various records from pig software programs.	10
ACC	N/A	Pork Industry Recommendations	Overview of quality assurance as it relates to working in a pork production unit. Environmental recommendations and regulations such as the Manitoba's Livestock Manure and Mortalities Management Regulation are also reviewed.	10

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	APPR-0060	Pork Production Recordkeeping	Overview of importance of recordkeeping systems in a pork production facility and provides experience in using computers and recordkeeping software.	25
ACC	AGRC-0108	Swine Record Keeping and Sector Analysis 1	Instruction includes setting up livestock production record keeping system, how to run and interpret various sector analyses. Swine record keeping will be evaluated. Pig CHAMP software is used in this course.	40
ACC	AGRC-0109	Swine Record Keeping and Sector Analysis 2	Instruction focuses on how to run and interpret various sector analyses using Pig CHAMP software.	40
MAFRI	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
MAFRI	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
MAFRI	Module 6	Conflict Management	Manage conflict within family to maintain positive relationships and achieve farm business success	2
U of M	AGEC 3510	Agro Ecology	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.	60
U of M	ABIZ 3550	Environmental Policy	Environmental policy development and enactment 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.	30
U of M	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
U of M	FOOD 4310	Introduction to HACCP	Covers 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
U of M	26001	Quality Assurance Planning	Provides 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 Deming, Crosby, Juran and others will be discussed.	36

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
U of M	26002	Quality Control: Principles and Procedures	Introduction 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
Women's Enterprise Centre	N/A	Should I Start a Business?	How to balance work and home priorities. Explore the advantages and challenges of being self-employed. Guides you to the business and financial resources that exist and outline the first steps for business start-up	2
SKILL AREA 2-8 – MANAGEMENT – RESOURCES				
MAFRI	N/A	Safe Farms Check Program – Training Session	Detailed discussion on developing a safety and health program, identification and control of workplace hazards, identifying people, resources and processes needed to handle an emergency effectively, identifying and communicating who is responsible for each process and why accountability is important, inspections of farming operations for hazards, identification of steps to control chemical and biological hazards, identification of safety and health procedures for contracted employers and self-employed workers who may be brought in to do certain work, development of training plans for all farm workers in safety and health and evaluation and revision of on-farm Safe Farms Check Program	7
U of Lethbridge	Economics 3330	Economics of Agriculture and the Environment	Analysis of agricultural impacts on the environment: soil water contamination; soil erosion, chemical residues on foods. Economic analysis of environmental impacts on agriculture: global warming, water shortages, encroachment of urban areas. Environmental regulations affecting agriculture. Prerequisite Economics 1010	30
U of M	ABIZ 2390	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
U of M	ABIZ 1500	Natural Resources and Primary Agricultural Production	Introduction 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
SKILL AREA 2-9 – MANAGEMENT – SKILLS				
ACC U of M	N/A	Leadership Styles	Learn the principles of effective leadership and different leadership styles. Allows participants to improve communication to employees, supervisors and others and develop management level skills to advance career or business.	7
FCC	N/A	Value Chain Management – Learn How to Work Differently	Gain insight into what value chains are and how they work. Learn how to think with the end purchase in mind, before you produce your product. Identify opportunities to build partnerships with industry players. See where you can reduce cost and increase value. Open your mind to new ways of doing business.	15
RRC	SEMR-9013	Stress Management	Learn how to relax and how to overcome and prevent stress. Common problems and effective solutions are presented and explored.	8

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
U of M	23035	Essentials of Management	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
U of M		Family Management Principles	Teaches managerial principles including planning, resource allocation, decision making, goal setting and evaluation. Effects on decisions made outside families and interaction with the environment	30
SKILL AREA 2-10 – MANAGEMENT – TEAM SKILLS				
ACC	PSSY-0038	Organizational Behavior	Introduction 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
ACC	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.	36
ACC	HRMG-0019	Farm Team Building	Develops students' ability to work with people in an organization, understand how an individual's attitudes, situation and behavior affect teams, and understand how to build a team from a group.	40
U of M	24003	Organizational Behavior	Increase your understanding of human behavior in the workplace. Topics include leadership, motivation, group dynamics and teamwork, problem solving, organization structure and change management.	36
U of M	24006	Managerial Process and Organizational Behavior	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 behavior 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 behavior will be examined.	36
SKILL AREA 2-11 – MANAGEMENT – TIME MANAGEMENT SKILLS				
MAFRI	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
RRC	SEMR-9167	Tools for Managing your Workday	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.	8

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
SKILL AREA 3-1 – MARKETING				
ACC	MKTG-0040	Crop Marketing Systems	Learn about market classifications and end uses of western Canadian cereal, oilseed and special crops. They become familiar with Canadian and world production characteristics for cereal, oilseed and special crops. Students identify significant grade determinants and practice grain grading techniques. They understand steps in the elevation, transport and export of western Canadian crops.	40
ACC	MKTG-0050	Commodity Risk Management	Study of agricultural markets with an emphasis on price risk management of commodity marketing. Gain a better understanding of the market forces determine what marketing decisions reward a producer with better than average prices for their production and understanding the phases of marketplace by analyzing fundamental and technical indicators while interpreting historic price cycles.	40
Ag-Chieve Corporation of Winnipeg	N/A	Successful Grain Marketing Strategies	Introductory and intermediate crop marketing. Understanding of grain marketing strategies for producers and instill confidence in their knowledge to independently manipulate the various strategies to successful outcomes.	12
Bud Williams	N/A	Bud Williams Livestock Marketing School	Introduction to the mathematical mechanics of Sell-Buy marketing. Trading stocker cattle, selling heavy and buying back light, selling light and buying back heavy, calculating maximum price thresholds on purchases. Creating a SaleBarn Ticket to dictate profitable replacement purchases. Breeding stock issues. Valuating cows and heifers, trading between breeding stock classes, trading stock between breeding stock and stockers. How to know if owning cattle through the feed yard will pay before you do it.	14
Manitoba Forage Council & MAFRI	N/A	Grass Fed Beef Seminar 2008	An opportunity to learn how to produce Manitoba Grass-Fed Beef and tap into a “hot” niche healthy food market. Hear experts speak about their grass-fed operations, marketing strategies and the health benefits associated with their methods of production.	5
Canadian International Grains Institute	N/A	Combine to Customer	Provides participants with information to improve their understanding of the infrastructure used too market their grain. Participants will also learn more about the opportunities and challenges facing the grain industry.	20
Farmlink	N/A	Building and Undertaking a Successful Marketing Plan	Building a marketing plan, incremental selling of crops, fundamental analysis, crop by crop outlook, hedging with the futures and basis: non-Board and CWB crops, application to hedging, cash contracts and OTC	8
FCC	N/A	Commodity Marketing Management	Increase your understanding of how commodity markets work. Learn how to maximize your revenue. Understand the importance of knowing your costs of production. Discover how to develop your own commodity marketing plan. Learn about futures and options. Identify how to hedge your price risk using futures and options. Increase your confidence in being in the commodity market.	15
FCC	N/A	Grain Marketing Workshop	Ability to reduce risk and increase net revenue by understanding the basic terminology, pricing, cash and future tools and payment options available to use in grain marketing.	6

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
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
MAFRI	N/A	Brokenhead River Ag Conference 2008	Topics covered include: managing your fertilizer dollars, weather variability and impact on agriculture, using profit centers to assess the financial situation of various areas of your business, getting through the tough times and economics and expectations of dwarf sour cherry production.	7
MAFRI	N/A	Dauphin Farm Outlook 2008	Useful financial management and market outlook information.	2.5
MAFRI	N/A	2008 Direct Farm Marketing Conference	Topics covered include effective use of farmer's markets, canning in the 21 st century, marketing and production ideas for fruit growers, on-farm food safety programs, hobby to business development and agritourism.	11
Pike Management Group	N/A	Pike Management Group – Manitoba AgFocus Meeting	Workshop is intended for person(s) intent on improving their marketing and farm business management skill set.	6
South Interlake Credit Union Ltd.	N/A	Farm Focus 2008	Presentations include World Production Outlook and Weather Forecast for 2008, Manitoba Farm Economic Outlook for 2008-09 and Manitoba Cattle and Hog Outlooks for 2008-09	2.5
U of M	ABIZ 0450	Agricultural Economics & Marketing 2	The application of economic analysis in the study of marketing: concepts, policy, practices and institutions. Prerequisite: 61/044	30
U of M	ABIZ.2210	Principles of Transportation	Develop an understanding of the scope and breadth of transportation in the Canadian economy and its importance to society; to introduce various economic concepts and application of economic theory to the transportation sector; to explain the role and importance of direct, indirect and exogenous costs in determining transportation supply under competitive and regulated freight rates; to illustrate some of the policy issues that confront the transportation sector, and the role of government regulation.	40
U of M	ABIZ 7100	Attributes of Marketing Organization	This course operates 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
U of M	ABIZ 0710	Agricultural Policy	Review of agriculture, international trade and food safety policies affecting the production and distribution of agricultural commodities and food products.	30
U of M	ABIZ 2510	Introduction to Agricultural and Food Marketing	Economic principles and institutions involved in the Canadian agricultural and food marketing system. Farm and Agribusiness applications.	30
U of M	ABIZ 3120	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.	30

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
U of M	ABIZ 3500	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
U of M	ABIZ 7330	Transportation Economics	Demand forecasting, cost analysis, regulation of common carriers, role of transport in economic development, project appraisal and transport planning.	30
U of M	ABIZ 4250	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
U of M, ACC, Olds College	N/A	Basics of Horticulture Marketing	Provides basic marketing training to individuals who are engaged in or planning to diversify into the horticulture sector. An elective under the Prairie Horticulture Certificate Program.	30
U of SK	AG EC 22.5	Agricultural Marketing Principles and Institutions	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
U of SK	AG EC 38.4	Livestock Marketing Strategies	Provides 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
U of Lethbridge	Economics1010	Introduction to Micro-Economics	Introduction to microeconomic principles; how prices and profits allocate scarce resources in a market economy; the role of government in a market economy.	30
U of Lethbridge	Economics 2350	Economics of Agricultural Markets 1	Introduction to the processes and institutions comprising the contemporary food marketing system. Basic theory and underlying factors determining the affecting grain and livestock prices. Spatial price relationships. Temporal price variation. Price differences due to form. Prices as a coordinating mechanism in vertically-related systems. Derived demand and marketing margins. Marketing boards. Prerequisite: Economics 1010	30
U of Lethbridge	Economics 3350	Economics of Agricultural Markets II	Microeconomic theory and analysis of markets for agricultural and food products. Alternative market structures, market regulations, the role of information in markets, the role of uncertainty in markets and organization structures. Introduction to the institutional structure and economic functions of the futures and options markets. The theory of intertemporal price formation for storable commodities along with the theory and practice of hedging. Prerequisite: Economics 1010 and 2350	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.	30

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
SKILL AREA 3-2 – MARKETING – AGRIBUSINESS				
ACC	BUSN-0001	Customer Relations	Study the basic skills of agri-selling and learn how to develop a business relationship with farm customers and how to build a comfort zone with customers. Also teaches creative selling approaches.	40
ACC	MKTG-0002	Advertising, Marketing and Promotions	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.	40
ACC	MKTG-0044	Marketing Principles	Basic understandings of the marketing process, with an in-depth examination of the elements of the marketing mix; includes Product, Place, Promotion ad Price.	80
ACC	MKTG-0032	International Marketing	Learn 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-0009 Co requisite: MKTG-0010	80
Canadian Farm Business Management Council	N/A	Value Chain Workshop	Learn the principles and benefits of value chains, whether they are ready to participate in a value chain arrangement, about successful agri-food value chains and ways to apply the concept.	7
RRC	MRKT-1061	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.	48
U of M	ABIZ 3520	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	COMM-0007	Presentation Skills 1	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	COMM-0110	Presentation Skills and Graphics	Learn the skills needed to produce professional presentations using PowerPoint and the ability to present them.	40

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
SKILL AREA 4-1 – RISK MANAGEMENT				
AAFC	N/A	Sessions on CAIS	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
MAFRI-MASC	N/A	Risk Management- MASC's Philosophy and Approach	Learn about MASC'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 MASC loan program features is also included.	3
MAFRI	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
U of M	PLNT 0800	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
U of M	ABIZ 0730	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
U of Lethbridge	Economics 2150	Economics of Agricultural Issues	Agriculture in a modern economy. Globalization of agriculture. Canadian agriculture in the World Trade Organization and NAFTA. Safety net issues. Subsidies in agriculture. Marketing issues in Canadian agriculture. Current policy updates. Prerequisite: Economics 1010	30
U of Lethbridge	Economics 3300	Agricultural Policy 1	Agricultural production and marketing problems; price discovery mechanisms; role of technological change in agriculture; history of government involvement in Canadian agriculture; an analysis of the chronic farm income problem ; current issues in Canadian agriculture.	30
U of Lethbridge	Economics 4300	Agricultural Policy II	Income problems in agriculture, federal and provincial goals for Canadian agriculture, welfare implications of policies to increase demand or to decrease risk and uncertainty in agricultural production; analysis of policies to decrease risk and in agriculture; economics of agriculture research; price and income policies in Canadian agriculture. Prerequisite Economics: 3010 or 3300	30
SKILL AREA 5-1 – SUCCESSION PLANNING				
C/MBSC	N/A	Succession Planning 1- Preparation and Exit Options	Participants will learn what will and won't sell, how to improve chances of a successful sale, how to maximize value when selling, what buyers look for, how to gather documents buyers will want to see, what exit options are available and what the implications for each are, maximizing return, what buyers want, how to protect your interests and key negotiation issues.	2

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
C/MBSC	N/A	Succession Planning 2 – Exit Strategies	Participants will look at options for exits such as transitioning to a family member, selling to a current member, selling to external parties, types of buyers and what to look for, going public-IPO and winding down.	2
MAFRI	Module 1	Succession Planning	Develop effective succession plan to ensure continuation of family farm business and maintain harmony.	2
MAFRI	Module 2	Family & Business	How to keep boundaries between family and business clear to create an effective succession plan.	2
MAFRI	Module 3	Goal Setting	Learn the importance of setting personal and family goals in creating an effective succession plan.	2
MAFRI	Module 4	Collection and Analysis of Information	Analyze present family farm business condition to develop an effective succession plan for the future.	2
MAFRI	Module 5	Transfer of Labour and Management	Learn about various types of farm business arrangements and impact on succession planning.	2
MAFRI	Module 7	Retirement Lifestyle	Successful happy retirement that will ensure the continuation of your family farm business.	2
MAFRI	Module 8	Retirement Security	Steps necessary to ensure you have sufficient financial security to accomplish your retirement goals.	2
MAFRI	Module 9	Tax Issues	Introduction and preparation on how to deal with tax issues.	2
MAFRI	Module 10	Farm Business Arrangements	Various ways to structure the transfer of farm assets to ensure the financial security of everyone involved.	2
MAFRI	Module 11	Financing the Transfer	Financial look at the process of transferring management or ownership.	2
MAFRI	Module 12	Ownership Transfer	Plan for successful and fair transfer of farm assets ensure continuation of family farm business harmony.	2
MAFRI	Module 13	Methods of Transfer	Explore the different methods of transferring.	2
MAFRI	Module 14	Estate Planning	Transfer of your assets to your beneficiaries so as to minimize disruptions and income tax payable.	2
FCC	N/A	Vision and Goal Setting	Understand the fundamentals of vision and goal setting. Take the first steps in realizing increased success for your business. Develop a vision statement that has been discussed with everyone involved. Learn how to make a long-term plan and to stick to it. Gain vision and clarity that's crucial to your operation's success. Start bringing members of your operation together so you are all going in the same direction.	5
FCC	N/A	Estate Planning	Gain in-depth understanding about learning the steps involved in starting your estate plan. Learn how to protect your assets and your family. Gain valuable input into potential tax strategies. Improve your expertise surrounding estate planning. Learn how to communicate your wishes surrounding your estate. Find peace in talking with your family about a difficult situation.	5
FCC	N/A	Transferring the Family Farm	Identify the components of a succession plan. Take the first step to being fair to everyone...including yourself. Learn what steps to take if your children do not want to farm. Learn how to prepare your business for your retirement. Get everyone in your family talking about a difficult subject.	8
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

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
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.	6
U of SK	AG EC 35.3	Farm Business Arrangements	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
Winnipeg Foundation	N/A	Will Week	Sessions include estate planning including wills, power of attorney and health care directives.	2
SKILL AREA 6-1 – TECHNOLOGY – UPGRADE				
ACC	COMP-0006	Computer Systems	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 experience with the Windows 95 operating system, Internet and email.	40
Prairie Skills Learning Centre	N/A	Computer Systems	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 experience with Windows XP, Internet and e-mail.	20
Prairie Skills Learning Centre	N/A	Introduction to Computers	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 about word processing, spreadsheets and database management applications.	20
Prairies Skills Learning Centre	N/A	Introduction to Microsoft Office	Learn to use Microsoft XP, Word, Excel and Power Point. Each will be covered individually.	55
Prairies Skills Learning Centre	N/A	Microsoft Excel	Have the ability to get familiar and work with features of Excel.	20
Prairies Skills Learning Centre	N/A	Microsoft Word	Explore and get used to working with Microsoft Word.	20
RRC	MGMT-1043	Management Information Systems	Introduces 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
RRC	COMP-1081	Introduction to Computers	Learn to use a current Windows system, Word, Excel and possibly internet and PowerPoint. Each component will be covered individually, as well as integrated software programs.	39

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
RRC	WRKS-1221	Introduction to Computers XP	No longer available but possibly to be replace with MS Windows Vista when available	8
SKILL AREA 6-2 – TECHNOLOGY – DATABASE				
ACC	COMP-0061	Access 1	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	COMP-0062	Access 2	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	COMP-0018	Database 1	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	COMP-0093	Database for Farm 1	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	COMP-0094	Database for Farm 2	In this course students develop the skills needed for using a database management program. Course topics include type's 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	COMP-0010	Database 2	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	COMP-1085	Database- Access 2003	Learn the basics of this database software.	30
SKILL AREA 6-3 – TECHNOLOGY – INTERNET				
ACC	COMP-0073	Internet	Designed for people who want to know more than just the basics. Students re instructed on how to run interned software 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	20
Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	COMP-0097	Agriculture and the Internet	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

Prairie Skills Learning Centre	N/A	Internet	How to run software through hands-on operation of the program. Students download and install software from remote sites. Includes instruction on protection against computer viruses. Includes discussion on etiquette and questionable practices.	20
RRC	COMP-1000	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				
ACC	COMP-0014	Desktop Publishing	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		E-Commerce	Learn how to use the Internet for buying/selling. Course content can be tailored to small business and/or agriculture audience.	3
ACC	COMP-0076	PowerPoint 1	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
Prairie Skills Learning Centre	N/A	PowerPoint 1	Introduction to PowerPoint, widely used in business to prepare electronic presentations, overhead slide presentations, speaker notes and handouts. Use templates to create presentations and then enhance them with images such as clip art.	20
RRC	COMP-1400	PowerPoint XP	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, and present an electronic presentation; print overheads, handouts and outlines.	8
RRC	COMP-1130	E-Business	Explore the concepts, applications, and forms for electronic commerce. Examine how organizations can employ technologies for handling money, security, marketing for the Net, etc.	40
SKILL AREA 6-5 – TECHNOLOGY – SPREADSHEET				
ACC	COMP-0068	Excel 1	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

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	COMP-0069	Excel 2	Work with templates and multiple worksheets in a workbook, data tables, macros for visual basic and scenario manager. Prerequisite: COMP-0068	20
ACC	COMP-0007	Spreadsheets 1	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
ACC	COMP-0008	Spreadsheets 2	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	COMP-0035	Spreadsheets for Farm 1	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 n this course.)	40
ACC	COMP-0198	Computer Applications	Spreadsheet fundamentals including the design and use of spreadsheets for record keeping, inventory control and ordering suppliers. Prerequisite is ACC COMP-0020 or COMP-0058.	36
ACC	COMP-0092	Spreadsheets for Farm 2	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
Interlake School Division	N/A	Excel for Beginners	Learn how to use Microsoft Excel 2003 basic features and tools. With hands on practice, gain an understanding of formatting, functions and formulas.	12
RRC	COMP-1128	Excel 2007	Introduced to Microsoft Excel 2007. Topics include formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, using Excel to create static and dynamic Web pages, financial functions, data tables, amortization schedules, cell protection, worksheet database manipulation, lookup functions, database functions, templates, working with multiple worksheets and workbooks, find and replace and customized printing.	40
SKILL AREA 6-6 – TECHNOLOGY – WORD PROCESSING				
ACC	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	COMP-0086	Word2	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	COMP-0020	Word Processing Skills	Fundamentals of Windows and basic Internet concepts. Uses popular word processing packages to prepare professional documents.	36

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
ACC	COMP-0058	Word Processing	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	COMP-0046	Word Processing 2	Improve 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	COMP-0129	Word Processing 1	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	COMP-0130	Word Processing 3	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	COMP-1159	Word 2007	Introduced to Microsoft Word 2007. Topics include creating, saving and printing documents, and saving documents as Web pages. Projects include creating an announcement, a research paper, a business letter and resume, Web pages, a report, form letters, newsletters and merging an e-mail form letter using an Access database.	40
SKILL AREA 7-1 – UPGRADING				
ACC	MATH-0001	Financial Mathematics	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	MATH - 0071	Agricultural Mathematics	Learn to apply mathematical concepts to agricultural applications. Focuses on providing skills in performing spatial calculations such as seed bed utilization, plant populations, seeding rates, equipment calibrations, volume measurement and bushel measurement.	40
ACC	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	COMM-0039	Business English	Learn to use the English language correctly and effectively. It emphasizes grammar, vocabulary, mechanics (spelling, punctuation, capitalization, etc.) and quality of expressions.	40
ACC	MATH-0012	Business Arithmetic	Review basic arithmetic skills, algebra and problem-solving skills. As well, students develop operating techniques and skills using an electronic calculator.	40
RRC	MATH-1000	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

Educational Institute	Course Number	Course Name	Course Description	Course Credit Hours
RRC	COMM-1023	Basic Business Communication 1	Enables 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.	40
RRC	MATH-1142	Pre-technology Mathematics	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	MATH-1051	Business Math 110	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
U of M	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