



Centre for Continuing & Distance Education & the
College of Agriculture and Bioresources
Certificates in Agriculture Program
Student Handbook 2011-2012
www.ccde.usask.ca/go/CAP

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CAP Program Contacts

Centre for Continuing & Distance Education (CCDE)

Room 464 Williams Building, 221 Cumberland Avenue North

University of Saskatchewan Saskatoon SK S7N 1M3

Phone: 306-966-5563

Administrative Fax: 306-966-5590 Assignment Fax: 306-966-5245

E-mail: Certificates.CCDE@usask.ca

Web: www.ccde.usask.ca/go/cap

Diana Hebig/Sharon Greenough, Program Assistants

Centre for Continuing & Distance Education (CCDE)

Room 436 Williams Building, 221 Cumberland Avenue North

University of Saskatchewan Saskatoon SK S7N 1M3

Phone: 306-966-6488 OR 1-866-966-5563 Fax: 306-966-5590

E-Mail: certificates.admin@usask.ca

Jill Turner, PAg Program Manager

Centre for Continuing & Distance Education (CCDE)

Room 473 Williams Building, 221 Cumberland Avenue North

University of Saskatchewan Saskatoon SK S7N 1M3

Phone: 306-966-1382 Fax: 306-966-5590

E-Mail: jill.turner@usask.ca

The name, phone number and office hours of your course instructor will be located on your Student Information Sheet included in the Course Guide package.

Another resource you may want to utilize is the Saskatchewan Agriculture and Food Agriculture Knowledge Centre. This center puts you in contact with resource agents and specialists who draw on expertise from around the province. You may contact this centre by using their toll free number below. A staff directory of the **Knowledge Centre** is available on their website to assist you in accessing the appropriate resource agent or specialist. Saskatchewan Agriculture and Food also maintains a comprehensive website, with fact sheets, updated agriculture reports and links to numerous other resources. You can access this website at the web address below.

Agriculture Knowledge Centre

Hours: 8 a.m. to 5 p.m. Monday to Friday

Phone: 1-866-457-2377

Fax: 1-800-775-5358

Email: aginfo@gov.sk.ca

Saskatchewan Agriculture and Food Website

<http://www.agriculture.gov.sk.ca>

Welcome to the Certificates in Agriculture Program

This Handbook has been designed to help you with the details of your course(s) and of the University policies, which are not included in your Course Guide. Please take 15-20 minutes and read this Handbook as well as the introductory pages to your Course Guide. The University is a complex place with a number of policies and procedures. Following the guidelines in this Handbook should prevent you from experiencing unnecessary problems in your association with the University and the Centre for Continuing & Distance Education (CCDE) Office.

The Certificates in Agriculture Program (CAP) is a joint effort between the College of Agriculture and Bioresources and the Centre for Continuing & Distance Education (CCDE) at the University of Saskatchewan. The purpose of CAP is to make available a number of Agriculture courses for “off-campus” delivery throughout the Prairies.

Academic concerns are the responsibility of the course instructor. He/she is responsible for the course content, assignments and exams, and for all marks. Your assignments and exams will be marked by the course instructor or Saskatoon-based assistant markers. Your instructor will be available to you at specified times to receive collect telephone calls and at anytime email (see Student Information Sheet). Overall coordination of administrative matters is the responsibility of the Centre for Continuing & Distance Education (CCDE) Office at the University. This office coordinates course registration of students, course transfers and cancellations, the mailing of course materials, assignments and exams, and handles all other mail associated with the program. If you have any questions about the program, please do not hesitate to call!

CAP has been specially designed to meet the needs of men and women interested in acquiring a solid theoretical base of knowledge in the multi-faceted agriculture industry. As a distance education program, CAP provides you with the flexibility to study where and when you want. Whether you choose to simply take specific courses to advance your knowledge in select areas, or to meet all the requirements for a Certificate, you will find the information you acquire will help you advance your career in agriculture or improve your farm production operation.

The program is focused on those interested in:

- acquiring farm management skills to grow their operations
- marketing
- financial management
- farm retail business management
- enhanced land stewardship practices
- managing crop production

The program is comprised of two individual Certificates: the Crop Production Certificate and the Farm Business Management Certificate. Each course is comprised of five compulsory courses and a minimum of two electives. You are not limited to one certificate; in fact, many students go on to complete a second certificate.

Program Timelines and Course Load

You can expect to work six to eight hours per week per course reading course materials and preparing assignments. On average, most students complete the program in two to three years.

We recommend that you register no more than two courses, especially if you have family, work and/or other commitments that consume much of your time. If you wish to register in more than two courses, please consult the Program Manager in advance. Please note that some courses carry prerequisites. Prerequisites are indicated in the “Course Description” section.

Assignments

Assignments are submitted according to a specific schedule. The number and length of assignments vary from course to course. Final grades are based on written assignments as well as a final examination. **In all cases a student must pass the final exam to pass the course, no exceptions.** Details regarding submission of assignments are included in this handbook and on the Student Information Sheet. Instructors can be reached by phone or e-mail should you require extra assistance.

Important Dates to Remember

2011

August

- 1 Saskatchewan Day – University closed
- 31 Deadline to submit Application for Fall Convocation

September

- 5 Labour Day – University closed
- 26 Deadline for online registration for Term 1
- 27 Late registration fees charged for Term 1
- 30 Term 1 fees due and payable (always the last working day in September-If you register after this date – fees are due immediately)

October

- 3 Start of Term 1
- 10 Thanksgiving Day - University closed
- 13 Last day for complete withdrawal without financial penalty, Term 1
- 17 Deadline to register for Final Exams for Term 1

November

- 11 Remembrance Day - University closed
- 23 Last date for withdrawal from Term 1 courses without academic penalty

December

- 9 End of Term 1
- 10 Final Exams for Term 1 courses

Dec 25 - Jan 4 University closed

2012

January

- 9 Deadline for online registration for Term 2
- 10 Late registration fees charged for Term 2
- 13 Deadline to register for Deferred/Supplemental Exams for Term 1
- 16 Start of Term 2
- 26 Last day for complete withdrawal without financial penalty, Term 2
- 31 Term 2 fees due and payable (always last working day in January)

February

- 6 Deadline to register for Final Exams, Term 2
- 17 Deferred/Supplemental Exams for Term 1
- 20 Family Day – University closed

March

- 6 Last date for withdrawal from Term 2 courses without academic penalty
- 23 End of Term 2
- 24 Final Exams for Term 2 courses

31 Deadline to submit Application to Graduate for Spring

April

6 Good Friday - University closed

May

4 Deadline to register for Deferred/Supplemental Exams for Term 2

12 Graduation Exercises

21 Victoria Day - University closed

June

8 Deferred/Supplemental Exams for Term 2

July

1 Canada Day – University closed

Program Curriculum

Crop Production Certificate

The Crop Production Certificate (CPC) is designed to teach you how to maximize the productivity of a farming operation through the application of scientific and economic principles to crop production practices. To obtain the Certificate, you must successfully complete five compulsory courses and at least two elective courses (seven courses in total). The CPC stream has been approved as preparation for the Certified Crop Advisor (CCA) exams. Full course descriptions and prerequisites are located at the end of this handbook under “Course Descriptions and Textbook Requirements.”

Compulsory Courses

PLSC 41.6 Introductory Plant Science

PLSC 59.6 Cereal Crops

PLSC 25.4 Weed Control

SLSC 41.6 Fundamentals of Soil Science

SLSC 12.5 Soil Management & Fertility

Elective Courses (select two)

PLSC 28.5 Oilseed & Pulse Crops

PLSC 63.3 Pedigreed Seed Production

PLSC 58.3 Forage Crops

SLSC 24.5 Soil Conservation & Land Quality

BPBE 36.4 Grain Marketing Strategies

Farm Business Management Certificate

The Farm Business Management Certificate (FBM) focuses on the business of farming, including accounting, marketing, and financial analysis. To obtain the Certificate, you must successfully complete five compulsory courses and at least two elective courses (seven courses in total). Full course descriptions and prerequisites are located at the end of this handbook under “Course Descriptions and Textbook Requirements.”

Compulsory Courses

BPBE 52.6 Economics

BPBE 42.6 Financial Accounting

BPBE 22.5 Agricultural Marketing Principles and Institutions

BPBE 26.4 Financial Analysis for Farm Business Management

BPBE 27.5 Budgeting for Farm Business Management

Elective Courses (select two)

BPBE 34.4 Income Tax Management

BPBE 36.4 Grain Marketing Strategies

BPBE 38.4 Livestock Marketing Strategies

AGRC 62.3 Human Resource Management

Registration

Please see the “Schedule of Course Offering” for the Course Reference Number (CRN) for each CAP class. You must ensure that classes selected are appropriate to your stream, including the number of classes needed to complete requirements for graduation.

Particular care should be taken with the sequence in which classes are taken to meet any prerequisite requirements.

You must register on line by the deadline dates listed in the “**Important Dates to Remember**” section of this handbook or you will be charged a late registration fee. Registration automatically results in a financial obligation.

Late Registration Fees

A late registration fee of \$35.00 per course will be charged when you register after the deadlines, whether or not permission to register late has been obtained. Late registration fees are non-refundable.

Audit Provisions

You may elect to take courses on an ‘audit’ basis. You will be assessed the same fees as credit students, will have the same rights regarding access to an instructor and completion of assignments, but will not be permitted to write the final examination and will not be assigned a final mark for an audited course.

Course Materials and Resources

The course materials package to you approximately two weeks before the start of classes. The course materials package will contain your course guide and information on the instructor, assignment due dates, final examinations and ordering textbooks.

Schedule of Course Offerings

The courses listed below are offered by distance delivery during the Regular Session. Courses with insufficient enrolment, i.e. fewer than five students, are subject to cancellation. Tuition fees listed below are for Canadian citizens and landed immigrants. For international students, please see “Schedule of Fees for International Students.”

***** Denotes last offering of this course. Courses followed by an asterik will not be offered after 2011 – 12. Please plan accordingly.**

Crop Production Certificate

Compulsory Courses:

Weed Control ***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
PLSC 25.4	X01	1	82502	\$400	\$50

Cereal Crops ***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
PLSC 59.6	X02	2	22330	\$600	\$40

Soil Management & Fertility ***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
SLSC 12.5	X02	2	22331	\$500	\$50

Fundamentals of Soil Science ***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
SLSC 41.6	X01	1	82507	\$600	\$50

Elective Courses (select two):

Oilseed & Pulse Crops ***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
PLSC 28.5	X02	2	22327	\$500	\$45

Forage Crops

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
PLSC 58.3	X01	1	82504	\$300	\$50

Pedigreed Seed Production

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
PLSC 63.3	X01	1	83748	\$300	\$35

Soil Conservation & Land Quality

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
SLSC 24.5	X01	1	82506	\$500	\$45

Grain Marketing Strategies

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
BPBE 36.4	X02	2	28804	\$400	\$70

Farm Business Management Certificate

Compulsory Courses:

Agricultural Marketing Principles and Institutions***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
BPBE 22.5	X02	2	27149	\$500	\$50

Financial Analysis for Farm Business Management***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
BPBE 26.4	X01	1	86771	\$400	\$40

Budgeting for Farm Business Management***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
BPBE 27.5	X01	1	88367	\$500	\$45

Elective Courses (select two):

Income Tax Management

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
BPBE 34.4	X01	1	88368	\$400	\$40

Grain Marketing Strategies (listed in CPC electives as well)

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
BPBE 36.4	X02	2	28804	\$400	\$70

Livestock Marketing Strategies

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
BPBE 38.4	X01	1	86773	\$400	\$55

Human Resource Management ***

Abbrev.	Section	Term	CRN	Tuition Fee	Materials Fee
AGRC 62.3	X02	2	21135	\$300	\$45

Key to Course Abbreviations

Abbrev. (e.g. BPBE)

Course Number (e.g. 38)

Class Section Number (e.g. X01)

Term (e.g. T1)

CRN – Course Reference Number (5-digit number needed for online registration)

Credit Weight

You may wish to determine the credit weight of a course in order to compare requirements for other University of Saskatchewan programs. Simply look at the digit following the decimal place in the course number: a 3 indicates three, a 4 four, a 5 five, and 6 indicates six credit weights (e.g. Soil Science 12.5 is a five credit weight course and Plant Science 25.4 is a four credit weight course).

Graduation Standards/ Requirements

The University of Saskatchewan will award a Certificate in Agriculture to students who achieve:

A mark of 50% or better in all the courses used to meet the requirements of a specific Certificate program; and,

A minimum weighted cumulative mark average of 60% in all courses used to meet the requirements of a specific Certificate program. Elective courses in which a mark of less than 60% is obtained will not be included in calculation of the cumulative mark average.

Once you have completed (or are in the process of completing) the academic requirements of the CAP Program and wish to receive your CAP parchment, **you must submit an online Application to Graduate prior to final examinations.** In

order to do so, you will require your NSID and password. The application form can be found at <http://students.usask.ca/academic/convocation/application/>
You will not receive an application form by mail.

Certificates are awarded twice annually - Spring (May) and Fall (October). The **deadline** for submitting an application to graduate for the Spring Graduation exercises is March 31 and for the Fall Graduation is August 31 (no ceremony).

If you have any questions about your program or graduation eligibility, please feel free to call the CAP office.

Prizes/Awards

Each year Viterra awards a plaque to the student who graduates with the highest standing in the Crop Production Certificate, and Farm Credit Canada awards a plaque to the student who graduates with the highest standing in the Farm Business Management Certificate.

Dean's Honour Roll

The names of the graduates of the Certificate in Agriculture program who achieve high academic success in their studies will be placed on the Dean's Honour Roll. The requirement for this recognition is a weighted cumulative mark average of 85% or greater.

Schedule of Fees for International Students

Tuition and fees are subject to review and revision by the Board of Governors of the University of Saskatchewan at any time.

International student fees are 1.5 times the regular tuition fee.
Audit fee per course are the same as the regular tuition fee.

***Fees are non-refundable, all fees are payable in Canadian dollars. Please obtain a money order in Canadian dollars. ***

Fee Payment

Student Accounts and Treasury
E40-105 Administration Place
University of Saskatchewan
Saskatoon SK S7N 5A2
Tel: 306-966-4595
Email: student.accounts@usask.ca
Website: <http://www.usask.ca/fsd/studentfees>

Once a student has registered they are then responsible for the payment of any assessed fees. Fees are due upon assessment. A statement of tuition, fees and other balances owing will be sent to students on a regular basis; however, payment is due regardless of whether or not a statement has been received. Students do not need a statement to pay their

tuition. In fact, depending on when students register and/or add classes, they may not receive a statement. To determine the current amount owing and view accounts:

1. Log into PAWS
2. Select the Academics tab
3. Select the Tuition & Fees channel
4. Select Account Summary by term

This is particularly important if any class changes have been made.

If you register **AFTER** the payment due dates, you are responsible for making payment prior to the last date of the preceding month (e.g. October 30 – Term 1; February 26; Term 2).

If payment is not received on or before these due dates, a Late-Payment Fee equal to 1.5% will be charged (19.6% yearly) on any past due balance. Amounts that remain past due will be charged the Late Payment Fee at the end of each month until the balance is paid in full. Students who add a class after a payment deadline must pay their fees immediately for that class or risk incurring a Late-Payment Fee.

Failure to make payment by the stated deadline will result in the withholding of future services by the University and in some cases may result in the termination of student status.

Withholding of future services means that students will not be able to access grades, will not receive transcripts, will not receive their parchments upon graduation and will not be eligible for re-registration until all overdue accounts have been cleared with the University. University services may also be withheld for overdue amounts owing to other University academic units or affiliated units. Non-payment of tuition and fees does not constitute an official withdrawal from the University.

In addition, accounts that remain past due will be sent to a collection agency.

Method of Payment

Financial Institution or Automated Banking Machine (ABM)

If you have received a statement in the mail, it can be paid at any financial institution or ATM in Canada. The detachable portion of the statement has micro-encoding that will allow it to be processed by the financial institution. Bring the original statement along with a method of payment (cash, cheque, bank draft, money order) to the financial institution. To pay at an ATM, include the stub portion along with the payment in the envelope provided by the ATM and follow the on-screen prompts. Payments will be considered to be received by the University on the day that payment is made at the financial institution or ATM as indicated by the bank stamp on the back of the payment stub. Payments processed by the financial institution on the payment due date will be treated as paid on time.

Online or Telephone Banking

If you have subscribed to online or telephone banking service, you can pay your tuition using this method. The account number for the University of Saskatchewan is your student number. The University is registered with the following banks: Bank of Montreal, Bank of Nova Scotia, Canadian Imperial Bank of Commerce, Royal Bank of Canada, Toronto Dominion Bank, HSBC Bank and most credit unions.

Online Credit Card – Mastercard only

To pay your account balance online with a credit card:

1. Log into PAWS
2. Select the Academics tab
3. Select the Tuition & Fees channel
4. Select Account Summary by Term
5. Select Pay Your Fees Now

Mail

If mailing a payment, forward cheque or money order (on which the student number is clearly written) to Student Accounts and Treasury. Cheques or money orders should be made payable to "University of Saskatchewan". Cash should not be sent in the mail. Payments sent through the mail must be received by the payment deadline to avoid late payment charges.

In Person

The Student Accounts and Treasury office is located on the Main Floor of the Administration Building. The regular hours of business for Student Accounts and Treasury are 08:30 to 16:30, Monday through Friday, except for holidays.

Cash, Cheque, Interac Debit Card, Mastercard, telephone or Internet banking are all acceptable methods of payment. Students are strongly encouraged to make payment by Internet or telephone banking service, at a financial institution or online in order to avoid line-ups.

Canada Student Loans

To receive University confirmation of enrolment for a student loan, students must present the approved loan form. Student loan forms cannot be signed prior to 30 days before the start date of classes. Students who do not register through PAWS must present the approved loan form along with proof of registration (i.e., the confirmation copy of their registration form).

It is University policy that total assessed tuition and fees, for the loan period, be deducted from student loans unless:

1. Students are able to produce proof that fees have already been paid.
2. Students have an out-of-province loan with a second loan disbursement in which case:

The amount deducted for Term 2 tuition and fees will be reduced by the amount of the second loan disbursement, and:

Students must present a Student Financial Assistance Branch Notice of Assessment. Without this document, tuition and fees for the entire loan period will be deducted.

Canada Student Loans

Requests for information on the Canada Student Loans Plan should be addressed to Student Financial Assistance Branch

Box 650

Regina, SK S4P 3A3

Email: SFAWEB@gov.sk.ca

WWW.aeel.gov.sk.ca (check website for office locations out of Saskatchewan)

Income Tax Information

Students may claim the following as tax credits on their Income Tax Returns:

- * Fees exceeding \$100.00
- * An education credit for each month (excluding paid work placements) during which a student was in full-time or part time registration. Consult the current taxation guide for further details at www.cra-arc.gc.ca.
- * Some ancillary fees. Consult the current taxation guide for further details.
- * USSU Saskatoon Transit Fee

Tax receipts will be available in late February for the preceding tax year. To access your tax receipts visit the My Tax Receipts Channel in PAWS or:

1. Log into PAWS
2. Select the Academics tab
3. Select Get Your Tax Receipts in the Tuition and Fees Channel.

Cancellations and Refunds

Registration automatically results in a financial obligation. Non-payment of fees, non-attendance or non-submission of assignments does not constitute cancellation of a course. If you wish to cancel a course, you must do so officially. Failure to do so will result in liability for all associated fees. If you want to make ANY changes to your course registration, you MUST do it online through PAWS and not through your instructor. You may tell your instructor that you have withdrawn, but the only official way to withdraw is by logging on to PAWS and dropping the class.

You will be charged tuition for individual courses cancelled on the following basis:

**2011-2012 CANCELLATION SCHEDULE
CERTIFICATE IN AGRICULTURE PROGRAM**

T1T1: OCTOBER 3, 2011 – DECEMBER 09, 2011 (69 day duration)

up to Oct 13	0%	@16%	11 days	up to Oct 13:	delete
Oct 14-19 (75%=52)	25%	@24%	6 days	Oct 14-Nov 23	W
Oct 20-24	50%	@32%	5 days	after Nov 23:	WF
after Oct 24	100%	after 22 days			

Final Exams: December 10, 2011

T2T2: JANUARY 16, 2012 – MARCH 23, 2012 (68 day duration)

up to Jan. 26	0%	@16%	11 days	up to Jan 26:	delete
Jan 27-31 (75%=52)	25%	@24%	5 days	Jan 27-Mar 6	W
Feb 1-6	50%	@32%	6 days	after Mar 6:	WF
after Feb 6	100%	after 22 days			

Final Exams: March 24, 2012

The Complete Cancellation Fee is only charged if the cancellation occurs before the deadline for registration changes and is non-refundable. In other words, if students drop a class prior to the deadline for registration changes, they will be charged the \$30 Complete Cancellation Fee. The student will be charged a portion of the tuition if the cancellation occurs after the deadline for registration changes instead of the minimum registration fee.

If you choose not to attend the University, you must withdraw yourself from your classes through PAWS.

Textbooks

Information on the required and recommended textbooks will be included with the course materials package. For your convenience they are also listed in the course descriptions at the back of this handbook. You do not have to wait to receive your course materials before ordering your textbooks, and are encouraged to place your order early to avoid delays. Textbooks may be ordered with Mastercard at:

Online: www.uofsbookstore.com

In Person: University Bookstore, Marquis Hall, University Campus,
Monday-Friday, 8:30 a.m.- 4:30 p.m. (May-Aug); 8:30 a.m.-5:00 p.m.
(September-April) Saturday 10:00 a.m. - 2:00 p.m.

Mail Order: University Bookstore, University of Saskatchewan, 97 Campus
Drive, Saskatoon S7N 4L3

The Mail Orders Department is a busy place at any time of the year and especially in September. If you live outside of Saskatoon and are taking classes by correspondence or online, we can ship your books to you. Students or customers with mobility issues can also request that their textbooks be mailed. Our toll free number (in Canada) is 1-888-214-8888. Orders are sent through Canada Post's Xpresspost service which generally arrives within a couple of days across western Canada. Overnight courier service is possible but it is more expensive. For more information on mail orders, please see www.usask.ca/consumer_services/bookstore

(Download Textbook Order form at: www.ccde.usask.ca/go/CAP)

Phone/Fax: FOR ORDERS ONLY, call toll free (Canada only) at 888-214-8888, or FAX 306-966-7416

Email: bookstore_mailorder@usask.ca (enquires only; orders not accepted by email)

Be specific about the course for which textbooks are being ordered (e.g., BPBE 52 X01) and include as much information as possible regarding author, title, edition, publisher and ISBN (if provided). The University Bookstore should be contacted in advance concerning its refund policy, should it become necessary to return a particular textbook after it has been received. If a book is marked in any way, it will NOT be returnable. You may also order or purchase textbooks through your local bookstore.

Submitting Assignments

All assignments should be typewritten on plain paper or written legibly in ink on one side of 8.5" x 11" lined paper. (Remember, the markers can't mark what they can't read!)

Before submitting any assignment, make a copy of it in case the original gets lost in the mail or you have computer problems.

Make sure you complete the Submission Form/Evaluation Sheet included with your materials and attach it to the front of your assignment. Be sure to indicate the course name, your section number and the assignment number on the form, as well as your name and address. This will be used as the mailing label when your assignment is returned to you. Attach all copies of the Submission Form/Evaluation Sheet. The marker will put your grade and any comments about your assignment on the white copy, and return it with your assignment. Mail your assignment in the pre-addressed envelope provided, filling in the information in the return address area. You will need to supply the postage.

You may also fax or email your assignment to your instructor. Please include the white copy of the submission form/evaluation sheet when faxing your assignment. This form is not necessary when emailing the assignment, but please include your name, the course name and assignment number on the assignment. Faxed and email assignments will be returned by mail.

When your assignment and the white copy of the submission form have been returned to you, keep them until you have received official notification of your final mark.

To obtain your best mark, you should complete all assignments and attempt all questions in each assignment in the course. If you know only part of the answer, put it down and you may receive partial marks. Remember, markers find it very easy to mark a question that has not been attempted. So, if you have already made their job easier by handing in a neat and legible assignment and attaching your Submission Form/Evaluation Sheet, why not make them work a little by attempting all the questions?

You are expected to submit assignments by the due dates indicated in your Student Information Sheet. It is at the discretion of the individual instructor to penalize late submissions. The instructor may not accept assignments submitted after the final exam date. If you should experience legitimate problems of delay, such as accident or family illness, discuss it with your instructor so that some suitable arrangement can be worked out.

You should allow at least three weeks for mailed assignments to be received on campus, read, graded, recorded and returned. Always make a photocopy or computer backup of assignments to guard against loss of the original in transit. Assignments are returned by first class mail. The Centre for Continuing & Distance Education (CCDE) Office keeps a log of all assignments received and returned, so if you are missing an assignment, please contact your instructor.

The University maintains high academic standards and is quite strict when it comes to plagiarism; an offence may lead to serious academic penalties being imposed upon a student. You are not permitted to submit any portion of another person's work for credit. There is no objection to you discussing work prior to writing an assignment, but you should not collaborate with another in the actual writing of assignments.

Examinations

Students planning to write the final examination(s) are required to complete an Application Form for Final Examination, which is available to download on our website for each applicable term (www.ccde.usask.ca/go/CAP). **If you fail to return the application form, no arrangements will be made for you to write the final examination.** Students returning application forms after the application deadline dates will be financially responsible for having the examination(s) sent out courier-collect to their invigilator.

Final examinations are scheduled in three-hour time slots beginning at 9:00 a.m. The length of the final examination will be two to three hours, depending on the course. Be sure to check the examination date and time for the course(s) you are registered in. The examination timetable cannot be changed for individual students; therefore, any conflicts are best dealt with as soon as possible. Please contact the Examinations Clerk at 966-4811 immediately if you discover an examination conflict. It is not possible to re-schedule final examination for work conflicts. If you are scheduled to write a final examination on what would be a regular workday for you, you should make arrangements with your employer to take time off to write your final examination.

You are expected to write the final examination for all courses on the regular examination date immediately following the term in which you registered for the course and in accordance with the normal invigilation procedures for Independent Studies degree courses. Examination security difficulties are inherent in the accommodation of requests for alternate final examinations. Therefore, you must regard registration as a commitment to accept the final examination dates and the University's policy on deferred examinations.

For most students, final examinations will be held at selected centres based on student registrations. These centres are classified as "regular" centres. No fee will be charged for writing a final examination at a regular centre, unless the examination is deferred or supplemental. Regular examination centres are able to accommodate two examination sittings. Students taking more than two courses in one term will have to arrange for a "special" examination sitting for additional courses. If you are writing three or more examinations, please contact the Examinations Clerk at 306-966-4811.

If you are unable to write the final examination at a regular centre or are taking more than two courses in one term, application for establishment of a "special" centre should be made. You will be responsible for making your own arrangements to write the examination(s) under the supervision of an invigilator approved by the Centre for Continuing & Distance Education (CCDE) Office. The University of Saskatchewan reserves the right to reject prospective invigilators. We will notify you if your invigilator is not approved.

In addition, you will be responsible for any financial reimbursement for invigilation that may be required. Special centres must be neutral locations and invigilators must be arm's-length individuals (not friends, relatives, co-workers or supervisors of the student).

Regular examination centres are: Kindersley, Moose Jaw, North Battleford, Prince Albert, Saskatoon, Swift Current, and Yorkton. If you reside within 110km of one of the centers identified above, you are expected to write your examination at that location. An additional 2:00 pm examination sitting will be scheduled at the SASKATOON location only for students writing two examinations at this location.

Examination materials will be mailed to the invigilator 10-14 days before the set examination date. An examination confirmation letter will be mailed to you 10-14 days before the set examination date. This letter will be sent to the address you provide to us on the application form.

Except otherwise noted, you will be required to achieve a passing grade (50%) on the final examination to receive credit for the course.

Deferred Examinations

Students unable to write an examination in a course on the scheduled date **for compassionate, health or other legitimate unforeseen and uncontrollable reasons** may be permitted to write the examination on the alternate examination date for that term. A request for a deferred examination, along with documentary evidence, must be

directed to the CAP Program Manager, Centre for Continuing & Distance Education (CCDE), within one week of the missed examination. After receipt of your request, you will be sent a special form to make formal application. Documentary evidence must accompany the form and fee and be returned to the CAP Program Office by the deadline date given on the letter. You will be responsible for making a special examination centre arrangement for the deferred examination. Any cost associated with the special centre will be your responsibility.

If at all possible, you are strongly encouraged to write your examination on the regularly scheduled date. Experience shows that students who write examinations at the regularly scheduled time are more successful.

Supplemental Examinations

A student who obtains a final course mark between 40% and 49% may, upon submission of the prescribed form and fee, be permitted to write a supplemental examination in the course on the alternate examination date for that term.

Evaluation

Following the completion of each course, you will be given a final percentage mark unless an alternate means of evaluation has been approved for that course. A final mark of 50% or better is required to pass a course.

Final Grades

Students may access their grades through PAWS <http://paws.usask.ca> (see below). U-STAR Grades are no longer available.

Final Examination Marks

Your course instructor will be marking your final examination. For final examinations, you are encouraged and strongly advised to communicate informally and in person (where possible) with your instructor, before seeking a review under more formal procedures. Again, this will usually clear up any questions you may have about your final examination and your final mark.

If you are dissatisfied after the above process, or are unable to communicate informally, you should apply in writing to the CAP Program Manager, indicating the nature of your complaint and requesting a review. This should be used as a last resort, once all other channels have been tried. You will have 30 days from the release of your final mark (statement of standing) in which to initiate the first formal step (i.e., a written request for a review calling for a routine inquiry by the Director).

If you continue to remain dissatisfied about your standing following the routine inquiry stage in the grievance process, you will have an additional 15 days (or 45 days from the date of release of statement of standing) in which to apply for a formal re-read. A \$25.00 fee, payable to the University of Saskatchewan by cheque or money order, must accompany this application. The fee will be refunded if your grade is changed by 5% or more as a result of the re-reading.

You should note that the final grade in a course is partially based on the session's work as well as such work as assignments, midterm, and final exams.

Appeals

Term Work Marks

If you have a question or complaint about a mark on an assignment/lab, the first step is to contact the person who marked it. The quickest and easiest way to clear these matters up is to find out why you received the mark you did from the person who did the marking. Markers are not infallible and there may be a very simple solution to your problem. You will be informed who will be doing the marking for your course section.

If the problem is more complex or you don't receive a satisfactory account from your marker, the next step is to contact your course instructor. Your course instructor may or may not have marked your assignment/lab, but he/she does have the final say in all matters pertaining to marks.

Grading System

The University uses a percentage grading system. 65% is viewed as a 'satisfactory' mark.

Percentage - Description

90-100%

Exceptional, a superior performance with consistent strong evidence of:

- a comprehensive, incisive grasp of the subject matter;
- an ability to make insightful critical evaluation of the material given;
- an exceptional capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;
- an excellent ability to analyze and solve difficult problems related to the subject material.

80-89%

Excellent, an excellent performance with strong evidence of:

- a comprehensive grasp of the subject matter;
- an ability to make sound critical evaluation of the material given;
- a very good capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently;
- a very good ability to analyze and solve difficult problems related to the subject matter.

70-79%

Good, a good performance with evidence of:

- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and technology;
- some capacity for original, creative and/or logical thinking;
- a good ability to organize, to analyze and to examine the subject material in a critical and constructive manner;

- a good ability to analyze and solve moderately difficult problems related to the subject material.

60-69%

Satisfactory, a generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and technology;
- an ability to develop solutions to moderately difficult problems related to the subject material;
- a moderate ability to examine the material in a critical and analytical manner.

50-59%

Minimal Pass, a barely acceptable performance with evidence of:

- a familiarity with the subject matter;
- some evidence that analytical skills have been developed;
- some understanding of relevant issues;
- some familiarity with the relevant literature and technology;
- attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner are only partially successful.

<50%

Failure, an unacceptable performance.

PAWS: Personalized Access to Web Services

PAWS is Personalized Access to Web Services for students, faculty, staff, alumni and other members of the University community. PAWS is personalized to you and customizable—when you log in you'll find channels that present information and services specific to your role at the University.

The website is:

<http://www.paws.usask.ca>

You will need a Network Services ID (NSID) and password to log in to PAWS. If you already know these, you can log in now. If not, contact the ITS Help Desk by phone at 306-966-4817 or toll-free in Canada 1-800-966-4817 to obtain your NSID and password. Your NSID and password will NOT be released by email.

Are there any training courses on PAWS? Yes! Visit the PAWS web site for more information. These courses are free to students, faculty and staff.

PAWS Training Manuals Now Online!

PAWS training manuals can now be accessed online:

On the PAWS login page, under Help & Information, you can now find a PAWS Training link that will take you to the place on the ITS website where you can access following manuals:

- PAWS Introduction
- PAWS Intermediate
- PAWS Calendar
- PAWS Groups
- PAWS My Courses

The same information can also be found under the Help screen inside PAWS.

PAWS provides a number of features designed to help you interact more effectively with the U of S, your friends and colleagues:

- **E-mail.** PAWS provides a Web-based e-mail application that you can use to send and receive messages and maintain an address book of online contacts.
- **Calendar.** PAWS provides a Web-based calendar application that you can use to create and manage personal calendars, access course calendars to view information added by course instructors, and access calendars for any online groups that you have joined.
- **Groups Studio.** PAWS provides an application that allows individuals at the U of S to request the creation of online groups and maintain homepages for these groups containing resources such as photo albums, Internet links, news articles, and applications such as message boards, chat rooms, and calendars. Similar homepages are supported for courses taught at the U of S.
- **Message Boards.** PAWS provides a message board for each class in which you are enrolled. Depending on the privileges allocated to a group, message boards may also be available to groups for which you are a member.
- **Chat.** PAWS provides a chat room for each class in which you are enrolled. Depending on the privileges allocated to a group, chat rooms may also be available to groups for which you are a member.
- **Administrative Services.** The U of S provides administrative services on PAWS to do things such as check grades, register for classes, obtain confirmation of enrolment letters, change the personal information that the U of S maintains about you, etc. To access the administrative services that your institution has implemented, use the Academic Services channel.

Student Central

Student Central
University of Saskatchewan
Administration Building
105 Administration Place
Saskatoon SK S7N 5A2

Tel: 306-966-1212
Toll Free: 1-877-650-1212 (within Canada)
Fax: 306-966-6730

Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.

Got a question? Email: askus@usask.ca

About Student Central

Campus can seem like a complicated place. At Student Central, we have a thorough understanding of services for students.

At Student Central you can

- * get help with online self-service through PAWS and other online resources;
- * get government student loan documents signed (such as Schedule 1's and the Schedule 2-Confirmation of Enrolment);
- * pick up transcripts;
- * find out about getting an online Confirmation of Enrolment;
- * find out your NSID (Network Services Identification), reset network passwords and enable certain network services;
- * get override forms;
- * get answers and advice about registration;
- * apply to graduate and get information about Convocation;
- * get information about fee appeals and emergency loans;
- * get referrals to any service on campus, including Student Health, Student Counselling, the International Student Office, the Aboriginal Students' Centre, Disability Services for Students and the Student Employment & Career Centre;
- * identify your options regarding learning assistance, health or money concerns, or any issue related to your student experience;
- * and more!

Most importantly, you can sit down and speak with a Student Central Officer who will listen to you and help you find solutions. All current students (undergrads and grads) can access any kind of student service information at Student Central. You don't have to do the research on what kind of services you might need, and you don't have to keep track of where services are located. Student Central does that for you! So if you need help, if you want to identify your options or if you just need to find out where to go, come visit us at Student Central!

Improving Your Study Skills

As a student, you will require a great deal of persistence and self-discipline. You can expect to work six to eight hours per week per course. By keeping on top of your course work, you will save yourself from much of the stress associated with exams, assignments and course deadlines. Each term is only ten weeks long (excluding the Christmas break), and you cannot allow yourself to fall behind because you will have very little time to catch up again. The best method of fighting frustration and anxiety is to avoid it if at all possible. Attempt to solve course content problems by seeking help from the instructor either by telephone or by mail. If you are unable to reach the instructor, contact the CAP Coordinator. Don't sit on a problem and hope it will go away—it will not! Because of the distances involved in the CAP courses, it is impossible to monitor students

individually. It is impossible for us to know if you are having problems unless you take the first step and contact us.

If this is the first time you have taken a university course or the first course you have taken in a number of years, and your marks are lower than you expected on your first assignment, **DO NOT PANIC!** University marks are generally lower than those in high schools, technical schools, etc. Although some people's marks improve at university, a good rule of thumb is that you can expect your marks to be approximately 10% lower than those you received in high school. If your marks are considerably lower than this, you may want to review your study habits and techniques, and take steps to improve them. Academic support is always available through your course instructors. It can also be helpful to form a study group with some of your classmates.

Off-Campus Library Services

Off-Campus Library Services (OCLS) is a special service designed to meet the needs of U of S students living outside of Saskatoon. Students living in Saskatoon are required to use the Library collections and services in person. All students living outside Saskatoon are encouraged to visit the Library at some time to become aware of the full range of resources and services available.

<http://library.usask.ca/offcampus/>

Mail Service

Available to all University of Saskatchewan students, faculty and staff living outside of Saskatoon.

Information Services

Library staff will answer your questions and provide research assistance, technical support, and library instruction.

Using Off-Campus Library Services

Please contact the appropriate Off-Campus Services location for assistance with your library research. They suggest the best databases for your topic, the best methods for locating library materials, and more. Please note that library staff will not conduct subject, or topic, searches for students.

A University of Saskatchewan Library Card is required to access many of the Library's online databases and to borrow material. To request a library card, go to:
library.usask.ca/offcampus/request/requestCard.html

If the material needed for your assignments is not available online, you can request it from the University of Saskatchewan Library by mail, phone, fax, e-mail, online chat, or through the electronic request form on the Off-Campus Library Services web site.

This request form is also available online at:
library.usask.ca/offcampus/request/matReqForm.html

When making your request be sure to identify yourself, the course you are taking, and your student number. When requesting books, be sure to include the book's title,

author(s), year and call number. For journal articles, please include the article's title and author(s), as well as the journal's name, year, volume, page numbers, and call number.

Internet Access

Access to the University of Saskatchewan Library can be made from any computer with an Internet connection. The web address is: <http://library.usask.ca>

Computers with Internet access are located at:

- Kindersley: Prairie West Regional College
- La Ronge: Northlands College, NORTEP
- Melfort: Cumberland Regional College
- Muenster: St. Peter's College
- North Battleford: North West Regional College
- Prince Albert: SIAST Woodland Campus Library, John M. Cuelenaere Library, Gabriel Dumont Institute Library
- Yorkton: Parkland Regional College, Yorkton Public Library

Internet access is also available at all public libraries in Saskatchewan.

Most of the information you will need for your assignments can be identified online. Generally, you will identify book materials using the Library Catalogue and journal articles using the Library databases. Some databases provide full-text articles, allowing you to view the text of the article immediately. Materials not available online can be ordered via the OCLS electronic request form (preferable) or by phone, fax, or e-mail. Contact information is available on the web site or listed below.

The Off-Campus Library Services link located on the Library page will lead to detailed information on how to use library resources. You will find tutorials which will assist with searching for materials, advice on evaluating information, help with citing your sources, and more.

The Off-Campus Library Services web address is <http://library.usask.ca/offcampus>

Other Information

- Many Library databases require authentication. Use your last name and the barcode number on your University of Saskatchewan Library Card. Contact the Library if you have any problems.
- Fines are charged for material that is returned after the due date.
- Loan periods can often be extended for another three weeks by renewing your books online. Recalled books cannot be renewed and should be returned immediately to avoid fines.
- All U of S Library materials are subject to recall.
- There are no postage or photocopying charges for off-campus students and faculty. You will receive a postage-paid return label to return books mailed to you.
- The Library is unable to send books outside of Canada.
- Be sure to plan your assignment schedule carefully and leave enough time for your requests to be processed and delivered. It usually takes about a week from the time the Library receives your request to the time when you receive the material. The busiest times of the year for library service are from October to early December and from mid-January to mid-March.

- We encourage Off-Campus students to do their own library research. Please contact the Library for any assistance you may require.

- Off-Campus students studying near another Canadian university may be eligible for a library card at that institution. Contact the Library for more details.

- Off-Campus students are welcome to use the Library in person. Let them know when you are coming, and they may be able to give you a brief orientation.

The following programs are eligible for Off-Campus Library Services:

- Independent Studies

- Off-Campus Face-to-Face courses

- Televised courses

- Multi-Mode courses

- Online courses

- Certificate programs

Use of the Library In-Person

To borrow materials in person, a valid borrower's card is required. Students may obtain a library card at the circulation/check-out desk at any of the University of Saskatchewan Libraries. Off-campus students will obtain your card the first time you use Off-Campus Library Services.

Items borrowed in person may be returned by mail. Pre-paid mailing labels are available upon request.

To Contact Off-Campus Library Services

Off-Campus Library Services

U of S Library

Murray Library

122 Murray Bldg

3 Campus Drive

Saskatoon, SK S7N 5A4

- Toll free within SK:

1-888-859-9999

- Collect outside SK:

1-306-966-5963 (8am-3pm)

- Fax: 1-306-966-6040

offcampus@library.usask.ca

<http://library.usask.ca/offcampus/>

CCDE Writing Centre (ccde.usask.ca/writing)

What is the CCDE Writing Centre? The CCDE Writing Centre will provide you with the tools necessary to write an effective essay, report, or review in any academic area you are studying. You may submit a draft, and have a qualified tutor read the work and provide some helpful comments to improve your project. You can also contact the tutor if you are having problems getting started, or want more information on how to do an outline.

Who can use this service? The CCDE Writing Centre service is available to anyone

taking a distance-delivered class that is administered through the CCDE. This includes online, independent studies, televised, multi-mode and off-campus face-to-face classes.

Why should I use the Writing Centre? Effective communication is a skill that you can use in any university program. We will do our best to provide you with the tools necessary to succeed in writing a successful university assignment.

How do I use the Writing Centre? Write a draft of your project. Then fill out a submission form (see the Writing Centre's website), attach it to your draft copy, and send it to the CCDE Writing Centre. Don't forget to attach a copy of your assignment. We will not be able to assess your assignment unless we know what it is.

How much will it cost? The costs of a postage stamp or a long-distance call or fax, depending how you submit your work. The actual tutoring and advice is free.

Where is the CCDE Writing Centre located? The tutor is located in Saskatoon. You can contact the tutor at 306-966-4594 Wednesdays from 12-4 pm or Thursdays from 9 am to 1 pm. You can also call this number outside of these times and leave a message for the tutor. You can email questions or projects to CCDE.writing@usask.ca

Do tutors edit and proofread papers? Tutors do not replace writing instruction in your classes—we enhance it. Tutors do not write, edit, or proofread assignments for you. We do not ghostwrite essays. We do not offer instruction in English as a second language. We do not guarantee “A’s” or any other grade for you. We will give you the tools—you have to use them.

How do I have my work evaluated by a tutor?

1. Write a draft of your project.
2. Send a copy of the draft, a submission form and a copy of the assignment to the CCDE Writing Centre by email, fax or mail. Use the following timelines when submitting assignments:
 - Assignments sent and returned by mail should be submitted at least seven days before the due date
 - Assignments sent by mail and returned by fax should be submitted five to seven days before the due date
 - Assignments sent and returned by email or fax should be submitted at least three days before the due date
 - Essays may be submitted on weekends but return times may be slowed
3. Your assignment will be returned to you along with a Tutor Critique Sheet. The Critique Sheet will go over the following areas:
 - What are the paper's strengths?
 - Describe any weaknesses concerning the thesis or focus, voice or tone, organization, development, and paragraphing. The tutor will suggest a strategy to eliminate each weakness.
 - List any weaknesses in lower-order concerns such as sentence structure, punctuation, usage, or spelling.
 - Any additional comments to help you with your assignment.

4. If you would like to discuss your assignment with the tutor, phone the CCDE Writing Centre office at 306-966-4594 on Wednesdays from 12-4 pm or Thursdays 9 am-1 pm. You may also call this number outside of these times and leave a message for the tutor. You can also email questions or projects to the tutor at: CCDE.writing@usask.ca.

Transcripts and Certificate Confirmation

Official transcripts are issued only upon the written request of the student. If you require an official transcript of your educational record, you must make written application either in person, by mail or facsimile (306-966-6730) to Student and Enrolment Services. Visit: <http://www.usask.ca/calendar/registration/transcripts/> for complete details.

Transcripts cannot be ordered over the phone, by e-mail, or by fax.

Credit card orders for transcripts must be made through PAWS. You will need a Network Services ID (NSID) and password to log into PAWS.

If you are a current student or a former student who has not completed a degree and you do not know your NSID/password, contact the ITS Help Desk, (306) 966-4817 or 1-800-966-4817 (toll free in Canada), or contact Student Central at (306) 966-1212 or 1-877-650-1212 (toll free in Canada).

If you are alumni and you do not know your NSID and/or password, contact University Advancement at (306) 966-5186 or 1-800-699-1907. (Alumni are also asked to provide their year of graduation, their degree, and an updated address).

Alumni who took classes prior to September 1986 may have a hold applied to their account, which prevents viewing of the Unofficial Transcript or online ordering of Official Transcripts. The hold has been applied because academic records exist outside of the University's electronic records system. If you have such a hold and wish to access your transcripts online, please contact transcripts@usask.ca.

If you have any further questions about a transcripts, contact transcripts@usask.ca, (306) 966-1212, 1-877-650-1212 (toll free in Canada).

Name of Document	What It Includes	When Available	Cost
Transcript	-Complete record of all courses and final grades at U of S -Any degrees/certificates awarded -Any faculty actions assigned	Any time	\$10.00/copy
Certification of Degree or Diploma or Certificates	-Confirmation of awarding of degree/diploma or certificates -Name of	Any time	No charge

	degree/diploma or certificates -Date awarded		
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Course Descriptions and Textbook Requirements

Please note: *Prices of textbooks are subject to change.*

Crop Production Certificate

Compulsory Courses:

PLSC 59.6 Cereal Crops

A study of the major cereal crops with particular emphasis on those grown in Saskatchewan. The importance, adaptation, cultural methods, pests and utilization of each crop are considered. **Prerequisite:** PLSC 41.6

Required Textbook: The Canadian Phytopathological Society. *Diseases of Field Crops in Canada, 2nd Edition*, ISBN: 0-9691627-6-6. Approximate Cost: \$35.00

SLSC 41.6 Fundamentals of Soil Science

An introductory course designed to provide students with a working knowledge of soils of the prairie region. Emphasis will be placed on soil properties of significance to crop production. This course has a field project component.

PLSC 41.6 Introductory Plant Science

An introduction to the basic principles of plant anatomy, morphology, physiology, growth and development in relation to crop production. The course also addresses the responses of plants to their environment, including interactions with, and effects of, factors such as competition (crop plants and weeds), temperature, moisture, nutrients, diseases and insects. Crop production management practices and their impact on crop productivity are also considered.

Optional Textbook: The Canadian Phytopathological Society. *Diseases of Field Crops in Canada, 2nd Edition*, ISBN: 0-9691627-6-6. Approximate Cost: \$35

This textbook is optional reading for PLSC 41. It is an excellent reference and will be required reading for PLSC 59 and PLSC 28.

SLSC 12.5 Soil Management and Fertility

Major emphasis is placed on the principles of nutrient availability in soils and on nutrient status of Western Canadian soils. General fertilizer and soil management practices recommended for maximum crop production are covered in detail. The student is introduced to the principles of fertilizer manufacture. **Prerequisite:** SLSC 41.6

PLSC 25.4 Weed Control

This course includes a discussion of the losses caused by weeds in Western Canada and the means by which these losses can be reduced. Factors that affect the spread of weeds and factors that determine the extent of crop losses due to weeds are covered. Both non-chemical and chemical weed control methods are outlined and the factors that determine their effectiveness are discussed. Emphasis is placed on the development of weed control programs that are agronomically, environmentally and economically sound. A videotape and laboratory exercises focus on the identification of weeds by means of plant family characteristics, on the response of plants to herbicides and on safe handling of herbicides.

Required Textbook: Provincial Museum of Agriculture, *Weeds of the Prairies*, Alberta Agriculture, ISBN: 9780-773-26147. Approximate Cost: \$25

Elective Courses (select two):

PLSC 58.3 Forage Crops

This course introduces students to the production, handling and marketing of forage crops. A number of native and introduced plants used for pasture, hay and silage are discussed. Topics addressed include sustainable production and goals, selection and production of cultivated plants, the care of native species, and forage economics.

BPBE 36.4 Grain Marketing Strategies

This course is designed to provide an understanding of the marketing of grain, oilseed, pulse and specialty crops. It focuses on marketing management as a principal activity in the farm business and will introduce skills and strategies which can be used as marketing tools. Marketing strategies will be incorporated into farm management decisions in order to understand their risks and implications, and the need to make marketing decisions based on consumer demand will be emphasized. **Prerequisite:** BPBE 22.5

Textbook: Anderson, Errol. *The Wealthy Farmer*, Palliser Commodities Calgary. Bar Code: 40000007325. Approximate Cost: \$12.50

PLSC 28.5 Oilseed and Pulse Crops

A study of the major oilseed and grain legumes with particular emphasis on those grown in Saskatchewan. The importance, adaptation, cultural methods, pests and utilization of each crop are considered. **Prerequisite:** PLSC 41.6

Required Textbook: The Canadian Phytopathological Society. *Diseases of Field Crops in Canada, 2nd Edition*, ISBN: 9780-9691627-6-6. Approximate Cost: \$35

PLSC 63.3 Pedigreed Seed Production

Outlines the basic principles and practices involved in the Canadian pedigreed seed system. Practical aspects of seed production are considered, with emphasis on the scientific principles behind the regulations. Various groups and agencies and their roles in seed production are described. The development, evaluation, registration and release of new cultivars are also considered, related to both hybrids and synthetics.

SLSC 24.5 Soil Conservation and Land Quality

This course will identify the importance of various quality factors to soil productivity. The sustainability of the soil as a slowly renewable resource will be discussed in terms of

conservation and maintenance of the quality factors. The characteristics and the management of problem soils will be discussed in detail. **Prerequisite:** SLSC 41.6

Farm Business Management Certificate

Compulsory Courses:

BPBE 22.5 Agricultural Marketing Principles and Institutions

This course begins with a look at Canada's position in international grain markets and a study of the theory of international trade. The theoretical basis of the study of markets and marketing is presented. 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. The Winnipeg Commodity Exchange, the Canadian Wheat Board, the Canadian Grain Commission, and the Grain Transportation Agency are described and analyzed. 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. **Prerequisite:** BPBE 52.6

BPBE 27.5 Budgeting for Farm Business Management

This course is designed to teach the student the proper techniques of budgeting future farm business plans and financing strategies. Machine cost budgets, crop and livestock budgets, partial budgets, capital investment budgets, and total farm budgeting will be discussed in the course. **Prerequisite:** BPBE 26.4

BPBE 52.6 Economics

This course will introduce students to economics as a way to understand production and consumption as interrelated parts of the agriculture sector. Basic demand and supply will be used to explain how prices are determined and how incomes are influenced by increasing world population and increasing productivity in agriculture. Decisions faced by individual producers and consumers will be examined. 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. For every topic, applications and relevance to agriculture will be emphasized.

This course includes an interactive computer component that allows you to discuss and post questions with your instructor and classmates through e-mail conferencing. You must have access to the internet to participate in this enriched format of learning. You will be given detailed information with your course materials package.

Recommended Textbooks: (1) McConnell, Brue, Barbiero. *Microeconomics*. Toronto: McGraw-Hill Ryerson. Approximate Cost: \$69.95 (2) McConnell, Brue, Barbiero. *Macroeconomics*. Toronto: McGraw-Hill Ryerson. Approx. Cost: \$69.95 These two textbooks are optional for BPBE 52.6. The latest edition of both will be available at the University's Bookstore. However, any previous edition that you are able to obtain will be acceptable for this course.

BPBE 42.6 Financial Accounting

This course 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 is emphasized for sole proprietorships, partnerships and corporations.

Textbooks: Larson, Kermit and Tilly Jensen, 2007. *Fundamental Accounting Principles, Volume 1. 12th Canadian Edition*. Toronto: McGraw-Hill Ryerson. ISBN-10:0070951713 ISBN-13: 978-0070951716 Approximate Cost: \$79.95

There is an access code you can purchase with the textbook that will give you access to additional online resources and study materials. This code is recommended but not mandatory. Approximate cost: \$16.95- istudy pincode – purchased separately

BPBE 26.4 Financial Analysis for Farm Business Management

This course emphasizes the preparation and analysis of the balance sheet, accrual profit and loss statement, and the cash flow statement. Various financial ratios are calculated and the interpretation of their critical values is used in analyzing the financial strengths and weaknesses of the farm business. Interest rates, inflation, taxes, living expenses, the capital structure of the farm business, and their impact on the growth of farm equity will also be analyzed. **Prerequisite:** BPBE 42.6

Textbook: *Introduction to Corporate Finance*. ISBN 9780470837801

Elective Courses (select two):

BPBE 36.4 Grain Marketing Strategies

This course is designed to provide an understanding of the marketing of grain, oilseed, pulse and specialty crops. It focuses on marketing management as a principal activity in the farm business and will introduce skills and strategies which can be used as marketing tools. Marketing strategies will be incorporated into farm management decisions in order to understand their risks and implications, and the need to make marketing decisions based on consumer demand will be emphasized. **Prerequisite:** BPBE 22.5

Textbook: Anderson, Errol. *The Wealthy Farmer*, Palliser Commodities Calgary. Bar Code: 40000007325. Approximate Cost: \$12.50

AGRC 62.3 Human Resource Management

This course provides an opportunity for the study and understanding of leadership development through human resource management. Special emphasis will be given to the theory of human resource management and the development of management skills. The course is designed to address the role of a manager, management theories and styles, work group behavior, and leadership and influence. More practical applications of human resource management such as motivation, staff development, performance appraisal, stress management and interpersonal communications will receive considerable attention.

BPBE 34.4 Income Tax Management

The main objective of this course will be to expose students to the taxation of individuals involved in agriculture. Although the general rules for filing a personal income tax return will be discussed, the emphasis in the course will be on tax planning concepts and strategies that could be utilized in arranging personal financial affairs in such a manner as to minimize tax liability. **Prerequisite:** BPBE 42.6

Textbook: Anderson, *Preparing Your Income Tax Returns*, CCH Canadian Ltd. Tax & Business Law Publishers, ISBN: 9781553678434. Approximate Cost: \$69.99

BPBE 38.4 Livestock Marketing Strategies

This course is designed to provide an understanding of livestock marketing. It focuses on marketing management as a principal activity in the farm business and will introduce skills and strategies which can be used as marketing tools. Marketing strategies will be incorporated into farm management decisions in order to understand their risks and implications, and the need to make marketing decisions based on consumer demand will be emphasized. **Prerequisite:** BPBE 22.5