

**GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE**

W.01  
J. Johnstone

**OA 2540 - AGRICULTURE RESOURCES TERMINOLOGY**

**TEXT:** None

**COURSE DESCRIPTION:** Familiarizes administrative personnel working in agriculture-related careers with common agriculture processes and terminology.

**COURSE OBJECTIVES:** Upon completion of this course, students will have a broad understanding of the agriculture industry in Canada. Students will build a basic vocabulary of agriculture terms and, in doing so, will confidently use the terms to create practical documents and reports that are used in the industry.

**COURSE CONTENTS:**

1. The Agriculture Industry in Canada
  - a. Introduction to Agricultural Resources
  - b. Grains/Grain Handling and Marketing/Soils
  - c. Livestock Issues/Intensive Livestock Operations/ Regulatory Issues
  - d. Value-added Products (Agricultural Manufacturing)/ Special Crops
  - e. Land Use and Development/Water Management/ Environmental Issues
  - f. Aids for Farm Families/Rural Development in Organizations and in Business
  - g. Research/ Government and Private
  - h. Farm Machinery and Agricultural Products
  - i. Sales and Marketing Issues
  - j. Economics (Local and Global Issues)
2. Farm Safety Issues
3. Abbreviations/Measurements Used in the Agriculture Industry

**GRADING:** Grading will be based on a "living document" -- a portfolio containing all the information covered in the course, information gathered on the tours, and sections to be added as required during employment and on a midterm covering common agricultural terms and some mathematical conversions.

The course will be graded on the following criteria:

Semester Portfolio	57
Tests	20
Notes submitted weekly	12
Participation	<u>11</u>
Total	100

**COURSE  
POLICY:**

1. Attendance is mandatory. If you must miss a class, have a classmate get handouts and inform you of assignments. Remember, class nights are the only time the speakers are available to you to clarify any questions you may have.
2. If you miss four classes or tours, you will not receive a mark in the class.
3. The completed portfolio must be graded in order to receive credit in the course. Assignments or tests missed will be graded as 0.
4. All grades will be converted to the 9-point scale.