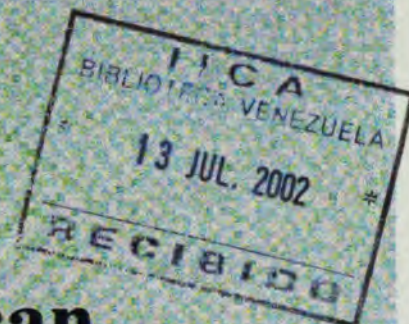


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# **IICA's Inter-American Distance Education and Training Network**

## **Modules portfolio**

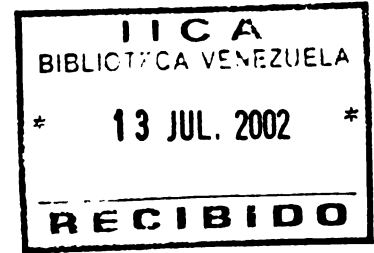
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**IICA'S INTER-AMERICAN  
DISTANCE EDUCATION AND TRAINING  
NETWORK**

**Course Portfolio**

**April, 1999**

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## Presentation

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The IICA's Inter-American Distance Education and Training Network is pleased to present this course portfolio. It is designed to support and facilitate the Human resources in the Americas, focusing on public and private officers, managers, technicians, and producers.

The courses description reflect training packages on a variety of specific areas on agriculture and trade. For special needs we will design training courses that meet your areas of interest on request.

The Network purpose is to support the process of training and education in the public and private agricultural sector, and help the IICA's technical cooperation mission facilitating Member Countries agricultural transformation and insertion on international markets.

Rafael Ledesma, Ph.D.  
Director

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## **Workshop on Competitiveness and Agriculture Issues**

### ***General Description***

- ▲ Course duration is one to two days.
- ▲ The workshop is taught at any IICA's Member State.
- ▲ The workshop will be held in two languages (English or Spanish) with simultaneous translation.
- ▲ Workshop fee includes registration, instructional material, and interpreters.

### ***Content***

- ▲ The workshop is design for public and private sector executives; managers and executives interest in topics related to competitiveness.
- ▲ The workshop provides the opportunity for the analysis of information on key agricultural topics, natural resources, technology, biotechnology, informatics, etc., necessary to obtain the competitiveness of the sector and economy. We will discuss how to narrow the gap between developed and developing countries.







## **Food Safety**

### ***General Description***

- ▲ **Course duration is one to two days.**
- ▲ **The course is taught at any IICA's Member State.**
- ▲ **The course will be held in two languages (English or Spanish) with simultaneous translation.**
- ▲ **Course fee includes registration, instructional material and refreshments.**

### ***Content***

- ▲ **The course is designed for professionals, exporters, managers and executives from agricultural industry, and official personnel from regulation services in exports and imports of agricultural products.**

### ***Overview***

- ▲ **Recently, and as a consequence of the initiatives of the American government, since 1997, procedures that guarantee the food safety before they arrive at the port of entrance has been implemented from the origin place. Given the possible implementation of strict sanitary measures for vegetables and fresh fruits in the ports of entrance is imperative that the countries apply the necessary measures to assure competitiveness and sustainability in the exportation of nontraditional products.**
- ▲ **This course/workshop will allow the participants to acquire a detailed knowledge about the different aspects related with food safety and its impact in the local and international trade.**





## **HACCP (Hazard Analysis and Critical Control Point) Overview Course for Meat and Poultry Plants**

### ***General Description***

- ▲ Course duration is one to two days.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course will be held in two languages (English or Spanish) with simultaneous translation
- ▲ Course fee includes registration, instructional material, refreshments, course planning and coordination.

### ***Content***

- ▲ The course can be used for executive/management briefings or for general plant employees. If taught for the executive level, there is a stronger focus on management support and commitment to HACCP. If taught for the employees, a strong emphasis is placed on employee responsibility and the team approach to HACCP.

### ***Overview***

- ▲ A half-day course designed to discuss the philosophy and principles of HACCP, the importance and value of HACCP to meat and poultry industry, and responsibility of management and plant employees to HACCP. The course provides a basic overview of HACCP and the entire food safety system.





## **Introductory HACCP (Hazard Analysis And Critical Control Point)**

### ***General Description***

- ▲ Course duration is one to two days.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course will be held in two languages (English or Spanish) with simultaneous translation
- ▲ Course fee includes registration, instructional material, refreshments, course planning and coordination.

### ***Content***

- ▲ The course is designed for meat and poultry personnel active in developing and implementing HACCP/food safety systems for their establishment. It is also beneficial for government agency personnel who may be involved with inspecting plants operating under a HACCP system.

### ***Overview***

- ▲ The three-day course is designed to fulfill the requirements set forth in the proposed Pathogen Reduction/HACCP regulations by USDA's Food Safety and Inspection Service and guidelines of the International Meat and Poultry HACCP Alliance. Participants will cover the seven principles of HACCP, develop a HACCP plan, discuss implementation and record review issues. The course will provide participants with a working knowledge of HACCP to enable them to incorporate HACCP principles into their daily operations.





## **Good Manufacturing Practices (GMPS) and Standard Operating Procedures (SOPS) Course for Meat and Poultry Plants**

### ***General Description***

- ▲ Course duration is 1 day. It can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course will be developed in English and Spanish, and other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination

### ***Content***

- ▲ The course is designed for meat and poultry personnel who will be actively involved in developing and maintaining plant GMPs and SOPS .

### ***Overview***

- ▲ The course will provide in-depth training on developing and implementing GMPs/SOPs, including Sanitation Standard Operating Procedures, into current plant operations. It also includes the regulatory aspects of incorporating GMPs/SOPs. Participants will receive actual hands-on experience in writing SOPs for specific plant activities.







## **Short Course on Animal Health Issues Affecting Free Trade**

### ***General Description***

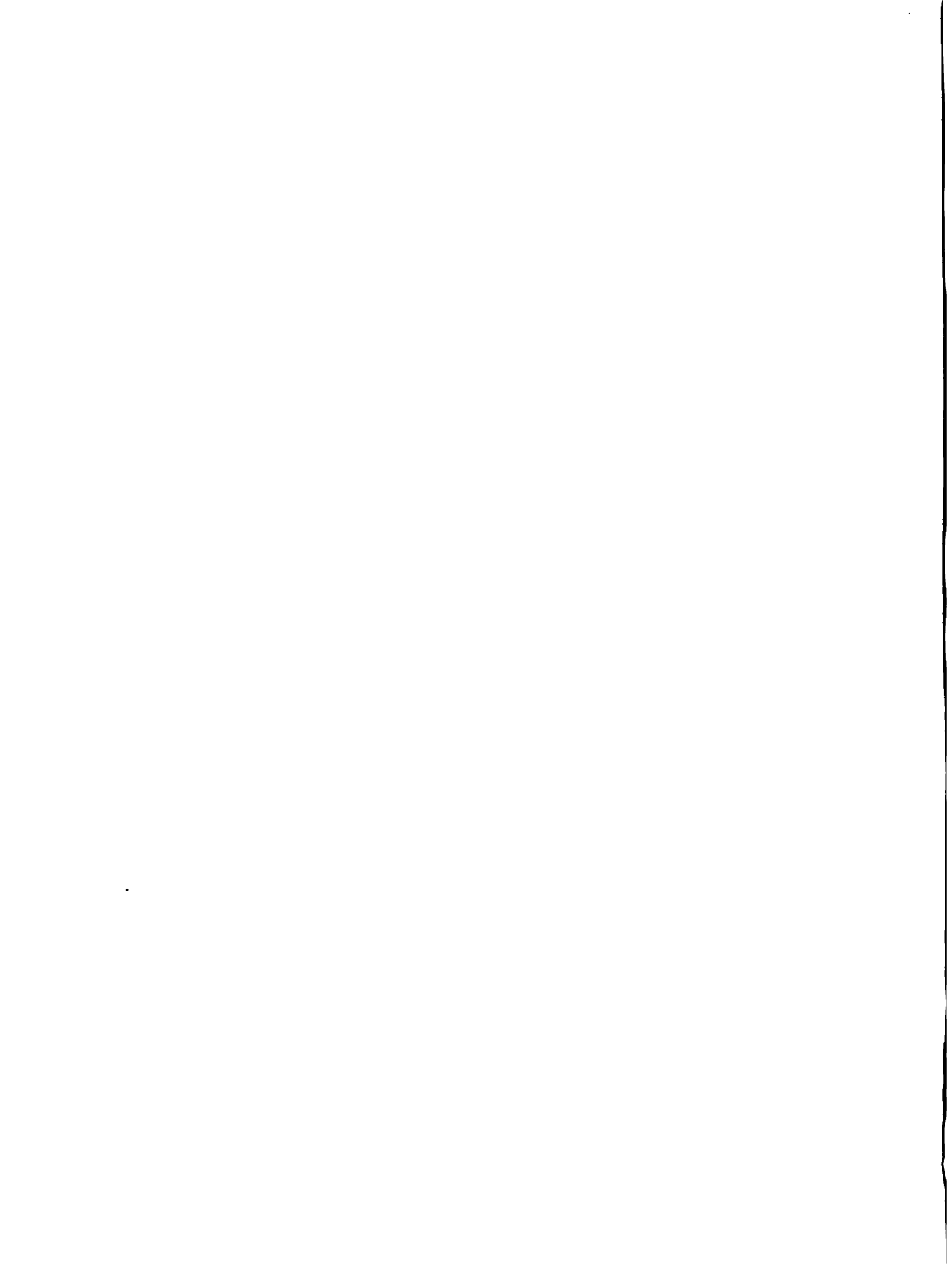
- ▲ Course duration is 1 to 3 weeks, depending on subjects to be included. It can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and Spanish, and other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination

### ***Content***

- ▲ The course is designed as a continuing education for veterinarians, animal health and regulatory personnel active in the investigations, diagnosis and control of disease outbreaks.

### ***Overview***

- ▲ Long term planning for free trade requires judgements about the hazards posed by infectious disease agents and endo/ectoparasites from one country to the livestock and poultry industries in another. Brucellosis, TB, classical swine fever, avian influenza and babesiosis are examples of diseases that are serious threats. The course will provide a review of the natural history and ecology of diseases of interest. The elements of risk assessment that might be used when evaluating the potential for disease outbreaks in a particular area or region will be discussed. Alternative strategies for minimizing the risk of disease introduction will be presented. Course participants are expected to perform an extensive literature search for each of the diseases in their own field of interest.





## **Short Course in Animal Health and Management Practices for the Export/Import of Animals between Latin America and the U.S. and Europe**

### ***General Description***

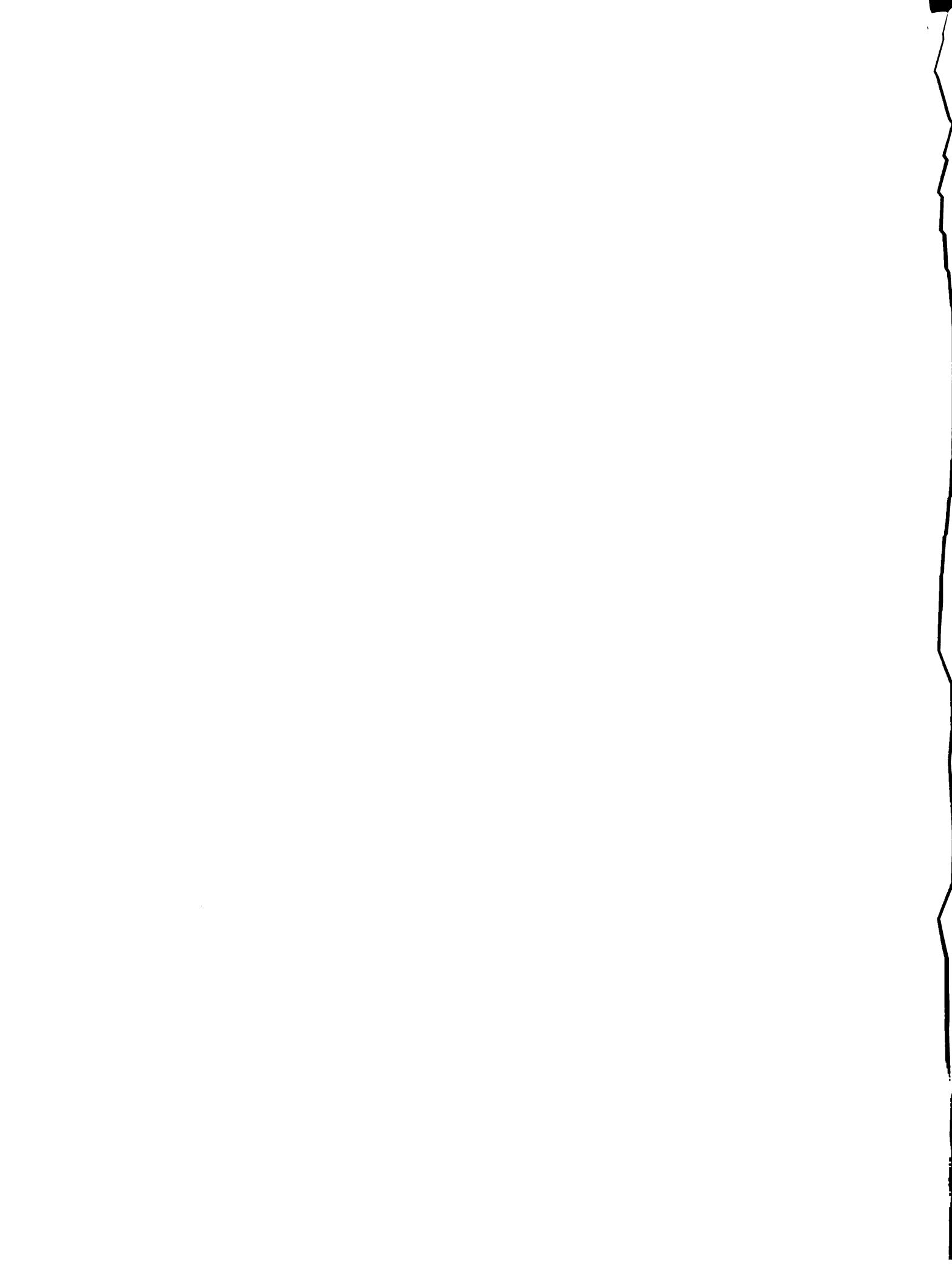
- ▲ Course duration is 3 days. It can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in. English and Spanish, and other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination.

### ***Content***

- ▲ The course is designed for producers, veterinarians, private sector representatives, and government officials interested in import/export of animals and animal products.

### ***Overview***

- ▲ The course will provide the participants with background, current concepts and status of animal production as it pertains to export/import of livestock and livestock products. A basis for developing further guidelines for implementation of appropriate regulations from the level of the producer to the government to improve control of animal diseases transmissible to man will be provided. These considerations will be integrated with economic factors to enhance opportunities for growth and increased productivity within the animal production sector in Latin America.
- ▲ The course will include a short historical summary of disease control and trade in Latin America. An overview of diseases affecting animal production and export/import within the sector in Latin America and the veterinary health programs established to combat Foot and Mouth, contagious pleuropneumonia, piroplasmiasis, brucellosis, tuberculosis, hog cholera, leptospirosis, vibriosis and parasitic diseases will be provided. Current concepts of animal disease research as it pertains to diseases affecting trade will be presented.
- ▲ Aspects of how improved marketing of products are essential to enhance export/import of animals and animal products will be presented. (Focus on improving system for preservation and marketing of agricultural and livestock products aiming at expanding and complementing existing installations, developing new markets, constructing physical installations for storage and preservation, transportation,





distribution and particularly strengthen institutions, which perform marketing services).

- ▲ Group discussions will be included and tailored to the specific needs of the participants. Suggested topics are trade issues related to meat, milk, hides, and wool, live animals and swine, and embryos. Groups can also review species-specific trade aspects; i.e. cattle, swine, sheep or poultry.
- ▲ Rules and regulations set forward by the US and the European Community on importation of livestock and livestock products will be reviewed including the producer's aspects of trade (growth hormone and other growth regulators, applications of antibiotics before slaughter, etc.)







## **Workshop and Short Course on Brucellosis and Tuberculosis of Ruminants**

### ***General Description***

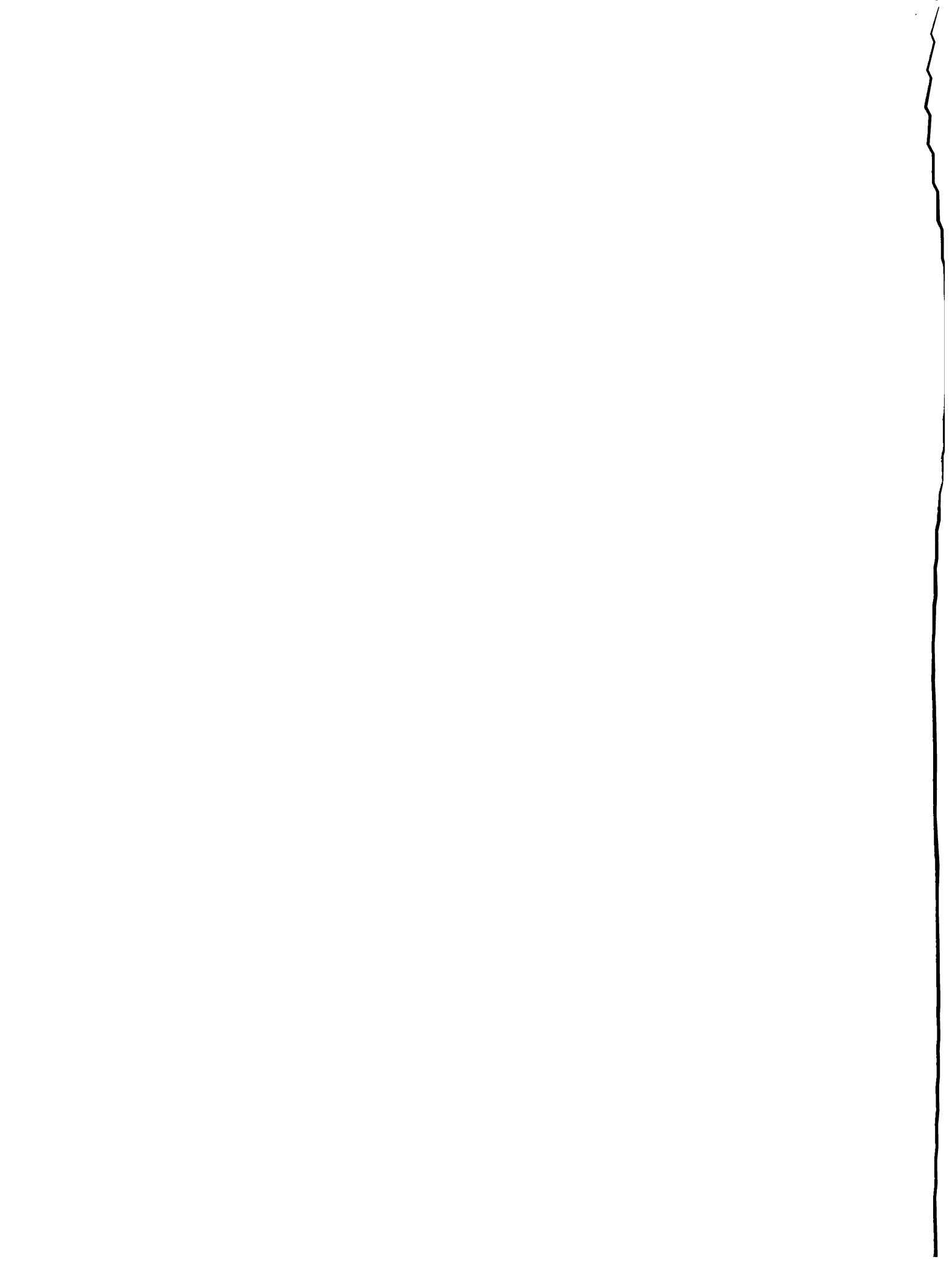
- ▲ Course duration is 4 to 8 weeks depending on the material being covered. The course is offered annually beginning the first week of June.
- ▲ The course is taught in the Department of Veterinary Pathobiology, Texas A&M University; the Texas Veterinary Medical Diagnostic Laboratory, College Station, Texas; and The Texas Animal Health Commission Laboratory, Austin, Texas.
- ▲ The course is taught in English.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination. Medical/accident insurance is not provided but is required.

### ***Content***

- ▲ The course is designed as a continuing education program for veterinarians and veterinary research scientists active in the investigation, diagnosis and control of brucellosis and tuberculosis.

### ***Overview***

- ▲ The course will be a series of discussions and laboratory exercises to learn the basic skills necessary for epidemiological investigation, diagnosis, and management approaches for controlling brucellosis and tuberculosis infections of domestic ruminants at herd and community levels. Participants will be introduced to the concepts of epidemiological investigation, bacteriologic culture procedures, serologic or skin testing diagnosis, PCR detection of DNA organisms for diagnosis, and employment of disease control methodologies.





## **Short Course on Molecular Biology Based Diagnostic Tests For Infectious Diseases in Domestic Ruminants of Tropical Areas of the World**

### ***General Description***

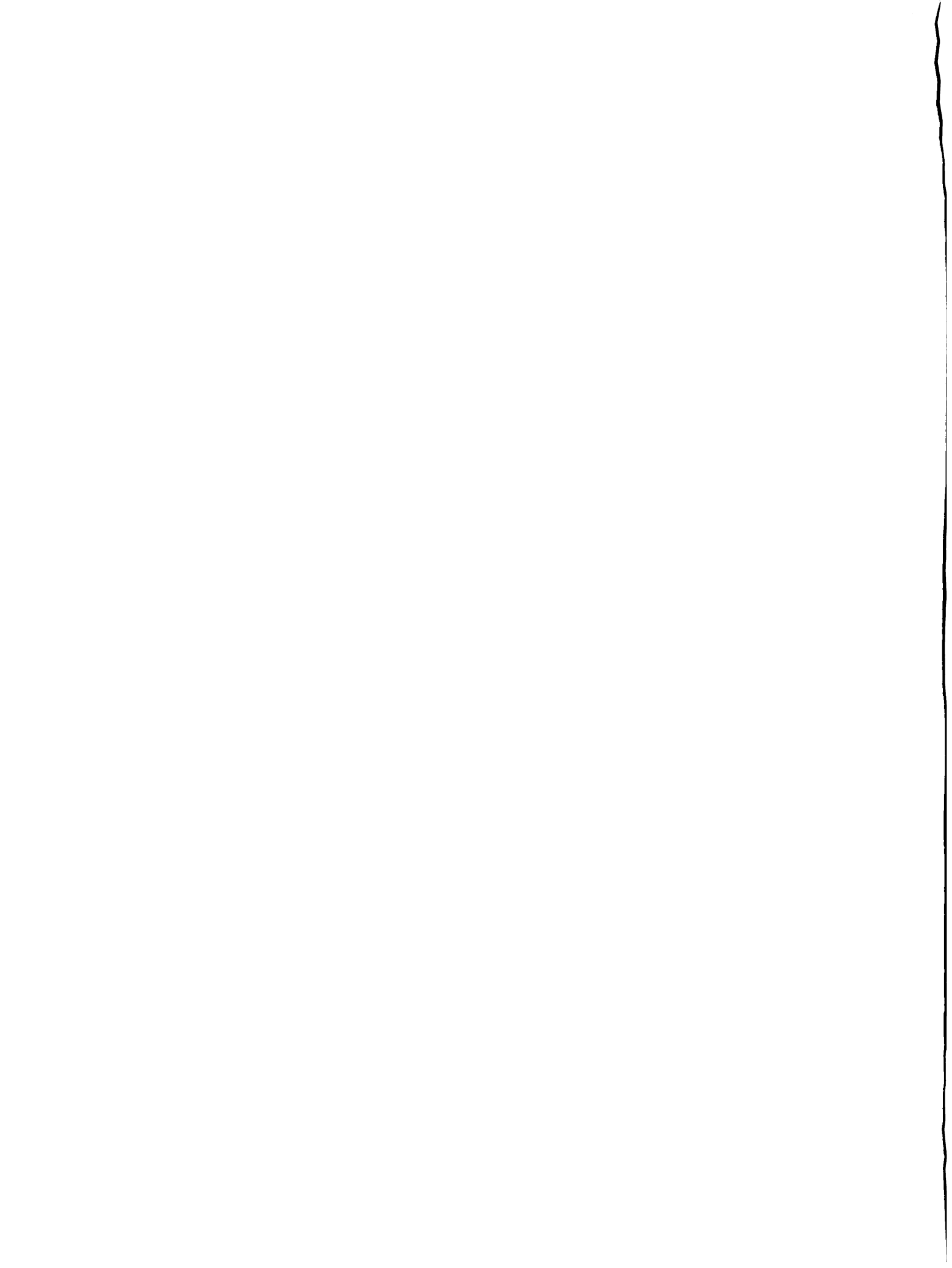
- ▲ Course duration is 1 to 8 weeks depending on the material being covered. The course is offered annually beginning the first week of June.
- ▲ The course is taught in the Department of Veterinary Pathobiology, Texas A&M University.
- ▲ The course is taught in English.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination. Medical/accident insurance is not provided but is required.

### ***Content***

- ▲ The course is designed as a continuous education for veterinarians active in the investigations, diagnosis and control of disease outbreaks.

### ***Overview***

- ▲ The course will provide a review of molecular biology techniques used in diagnosis of some bacterial and hemoprotozoan diseases as examples. The practical part of the course will teach each participant the use and application of techniques which will include enzyme immunosorbent assay (ELISA), Western and Dot blot immunoassays, Slot and Southern hybridization, and Polymerase Chain Reaction (PCR). The course will include demonstration of in vitro culture techniques for production and preparation of antigens for diagnostic tests. The participants will isolate DNA from several microorganisms for hybridization. Course participants are expected to perform an extensive literature search for each of the diseases in their own field of interest.





## **Short Course on Plant Health Issues Affecting Free Trade**

### ***General Description***

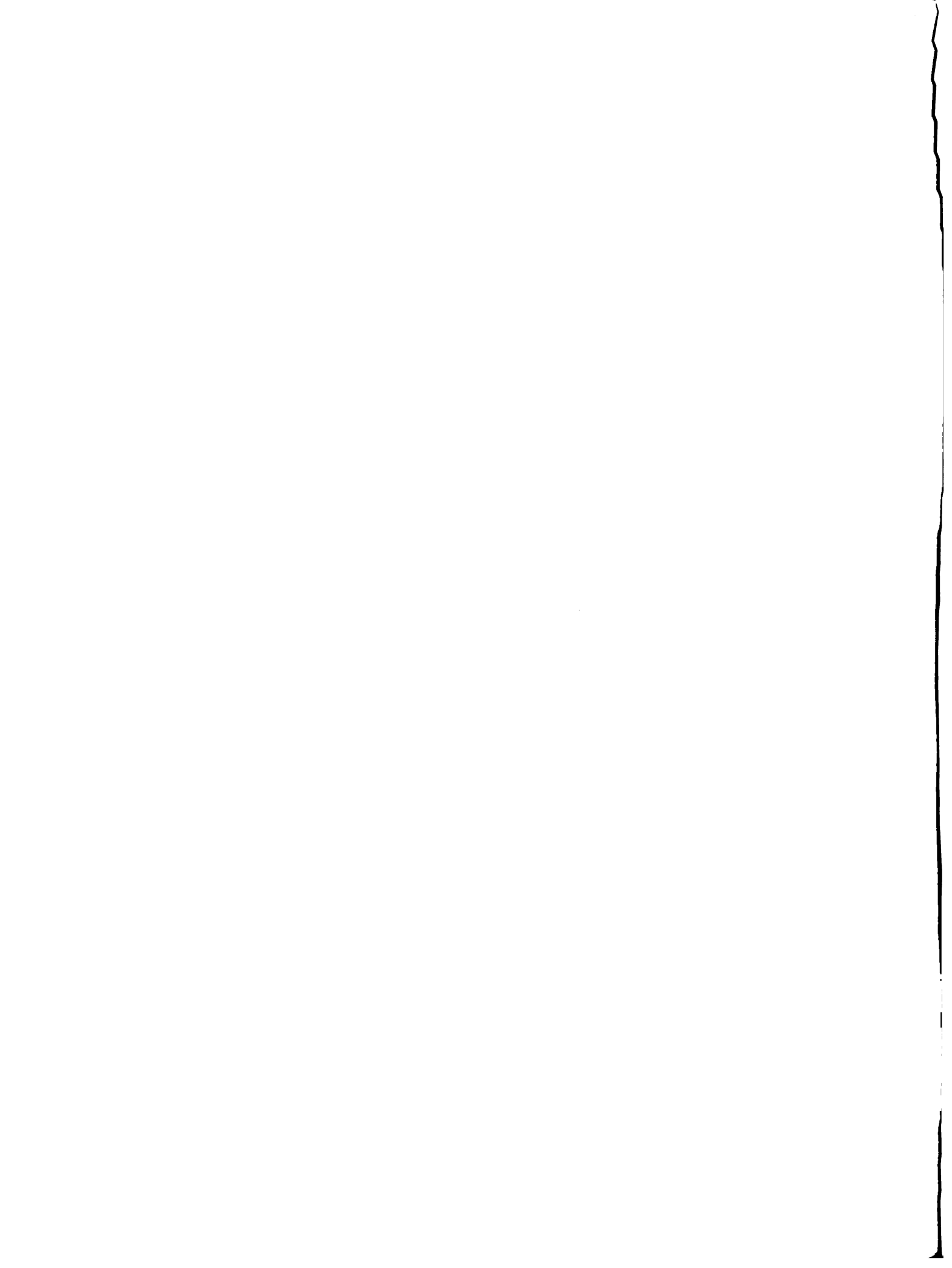
- ▲ Course duration is 1 to 3 weeks. The course can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and Spanish, and other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination.

### ***Content***

- ▲ The course is designed as a continuing education for growers and shippers of fruits and vegetables, members of the American Seed Trade Association, state and national regulatory personnel and other individuals involved in moving live plant material across international borders.

### ***Overview***

- ▲ Long term planning for free trade requires judgments about the hazards posed by plant pests of crops from other countries. Karnal bunt, ergot of sorghum, squash leaf curl virus and melon blotch are examples of plant pathogens that have crossed international borders. These diseases and others cause huge monetary losses and restrict potential markets.
- ▲ A goal of this short course will be to create an awareness of potential diseases; methods of spread and how to identify the diseases based on symptoms. Participants will become knowledgeable about the different diseases and the effect they could have on agriculture and international trade.
- ▲ Cultural practices and governmental strategies for stopping the importation of infected plant material will be discussed. Laws and regulations that affect movement of live plant material across international borders will be presented.





## **International Trade Short Course**

### ***General Description***

- ▲ Course duration is 2 to 5 days. The course can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials and refreshments.

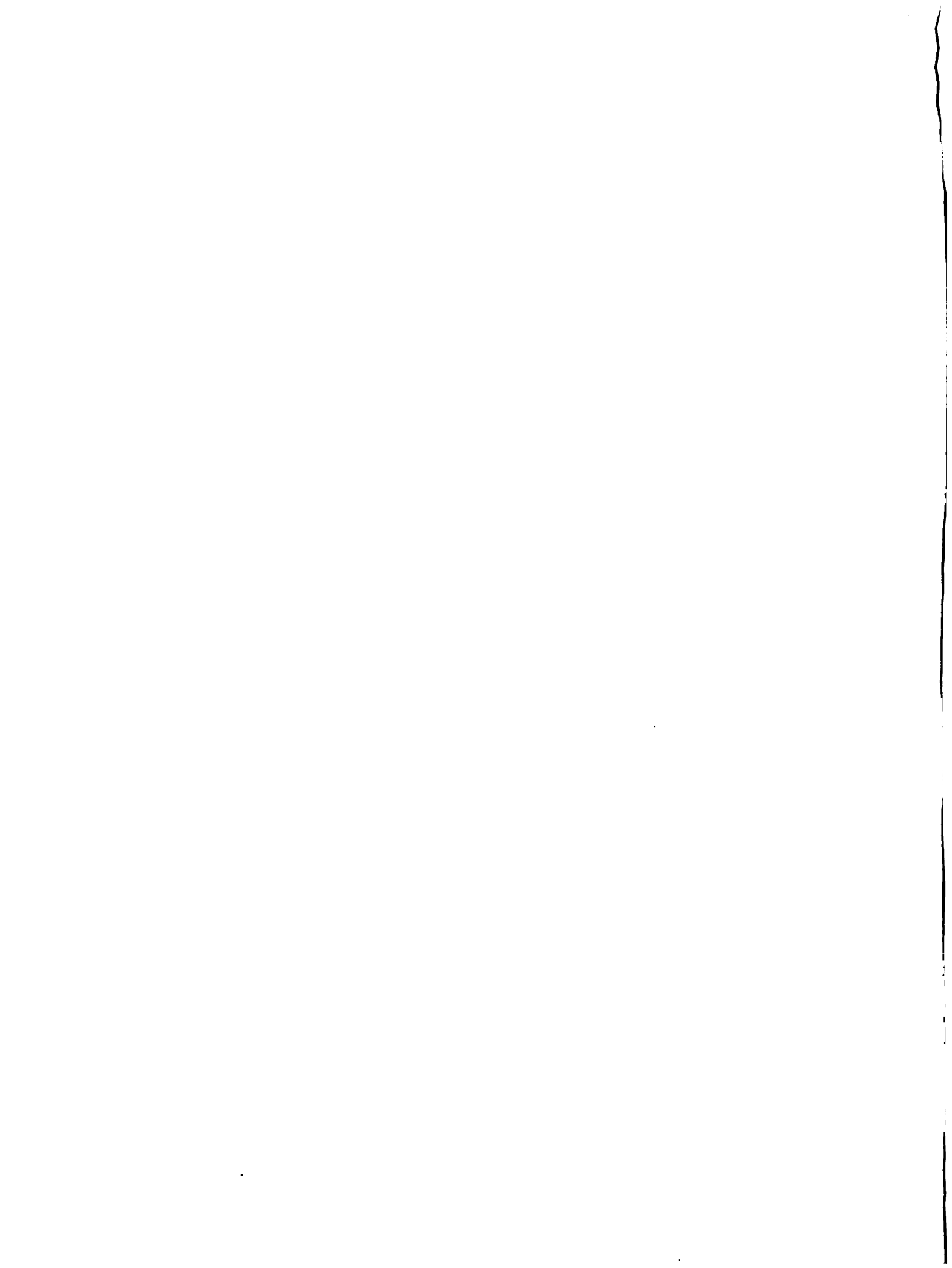
### ***Content***

- ▲ The course is designed for all individuals who have interest in exporting or importing agricultural products.

### ***Overview***

- ▲ The course will familiarize participants with the trade system, which will assist them in exporting products to the U.S. / European Community or importing U.S. / European Community products. Participants will receive detailed information on the mechanics of international trade. Topics include U.S. / European Community trade policy, tariff rate administration, data on imports and exports, phyto-sanitary requirements, letters of credit, credit systems, methods of payment and market analysis.







## **Short Course on Agricultura Political Analysis and Design**

### ***General Description***

- ▲ Course duration is 2 to 5 days. The course can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials and refreshments.

### ***Content***

- ▲ The course is designed for individuals who wish to receive information about U.S. and global policy issues.

### ***Overview***

- ▲ The course will provide in-depth information on U.S. agricultural policy and the impact of global policy on U.S. policy formulation. Information on policy analysis techniques and their role in policy legislation will be presented. Participants will also receive training on how policy is formulated, analyzed, and written into legislation.





## **Distance Education Certification Program**

### ***General Description***

- ▲ **Course duration is 5 days. The program is offered throughout the year, and can be scheduled upon request.**
- ▲ **The course is taught at the Center for Distance Learning Research. International programs may be scheduled at other locations on-site or via video-conferencing if compatible equipment is available.**
- ▲ **The course is taught in English and Spanish with interpreters upon advance request. Course fee includes 40 hours of competency-based training; a complete set of course materials, morning and afternoon refreshments, and lunch each day of the program and course planning and coordination. Medical/accident insurance is not provided but is required.**

### ***Content***

- ▲ **The course is designed for educators and trainers who are currently distance education practitioners or those who would like to learn more about this emerging field.**

### ***Overview***

- ▲ **The curriculum provides interactive, experience-based training leading to professional certification in distance education. Activities are organized to be delivered through up-to-date video-based distance education classrooms, computer communications, and multimedia laboratory facilities. Key proficiencies have been identified through two national studies conducted by the American Society of Training and Development and Texas A&M University. Topics include instructional design, curriculum conversion, telecommunications, computer networking, multimedia development, strategic planning and video-conferencing.**





## **Distance Learning Certification Program in Technology**

### ***General Description***

- ▲ Course duration is 5 days. The program is offered throughout the year, and can be scheduled upon request.
- ▲ The course is taught at the Center for Distance Learning Research. International programs may be scheduled at other locations on-site or via video-conferencing if compatible equipment is available.
- ▲ The course is taught in English and Spanish with interpreters upon advance request.
- ▲ Course fee includes 40 hours of competency-based training; a complete set of course materials, mg morning and afternoon refreshments, and lunch each day of the program and course planning and coordination. Medical/accident insurance is not provided but is required.

### ***Content***

- ▲ The course is designed for professionals that work or desire to intern in the establishment area, and in management and maintenance of the different technologies that are being used in distance learning.

### ***Overview***

- ▲ The program concentrates in the long distance education technology and its successful practices. Specifically: delivery system, interactive video-conferences, networks, intranet/internet, computer network and services, local area networks, regional and worldwide networks, compressed video, hardware, software, PC, winframe, UNIX, Macintosh, router protocols, TCP/IP, network operations, case studies, problems and solutions.







## **Webmaster Certification Program**

### ***General Description***

- ▲ Course duration is 2 days. The program can be scheduled upon request.
- ▲ The course is taught at the Center for Distance Learning Research, and IICA's Distance Training Center in Costa Rica (CECADI-Mexico). International programs may be scheduled at other locations on-site or via video-conferencing if compatible equipment is available.
- ▲ The course is taught in English and Spanish with interpreters upon advance request.
- ▲ Course fee includes registration 16 hours of competency-based training; a complete set of course materials, morning and afternoon refreshments and lunch each day of the program, and course planning and coordination.

### ***Content***

- ▲ The course is specifically designed for professionals that work or desire to intern in areas of establishment, developing and maintenance of WEB.

### ***Overview***

- ▲ The program specifically concentrates in the developed qualifications that surround the successful establishments, and Web sites implementation and management.
- ▲ Will learn about Web technology. Will acquire an extensive understanding on software programs and its operation. Apprehension of the interaction of software and hardware to place a Web site. Will develop a proactive attitude in the Web site planning and development, Comprehension on how to integrate in the Web site different technological component. Will create and configure a Web site server.





## **Geographic Information Systems and Global Positioning Systems Short Course**

### ***General Description***

- ▲ Course duration is 3 to 5 days. The program can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and Spanish or any other language with interpreters upon advance request.
- ▲ Course fee includes registration, instruction materials, field trip transportation, and course/field trip planning and coordination.

### ***Content***

- ▲ The course is designed for executives, technicians and specialists in the management of natural resources. Emphasis is placed on the tools of Geographical Information System (GIS) and Global Positioning Systems.

### ***Overview***

- ▲ The course will emphasize both theoretical and extensive hands-on GIS training. The course content covers a range of topics including project planning, data entry, data analysis, and output production. Included in the course are development of GIS database design and the integration of remotely sensed data. Both satellite imagery and scanned aerial photography are integrated with the GIS.
- ▲ The Global Positioning Systems training (two days) is designed to support the GIS and remote sensing data sets. The GPS is used to locate control points in the field and use them to register remotely sensed data sets to the GIS. The GPS is also used as a primary data capture device that captures data that is entered directly into the GIS (these techniques will be used by course participants). This integration is critical for complete resource management. The GPS and remote sensing are used for resource inventory and monitoring, while the GIS provide the interrogation medium for the databases.
- ▲ This course is designed to demonstrate the executives and technicians the use of these systems to support decisions that resource allocators and managers must make and decisions of reconstruction due to natural disasters.





## **Developing Extension Education Programs**

### ***General Description***

- ▲ Course duration is 5 to 7 days. The course can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and Spanish or any other language with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination.

### ***Content***

- ▲ The course is designed for extension service employees, supervisors, administrators, and any other person involved in adult educational activities in both, private and public sectors.

### ***Overview***

- ▲ The course will provide a framework by which extension employees can design and carry out extension education programs. Emphasis is placed on planning (strategic and annual), teaching-learning process, extension methods, types of evaluation design, and accountability, and interpretation of extension programs. Program development references are provided.





## **Short Course in Extension Programs Reliability and Evaluation**

### ***General Description***

- ▲ Course duration is 2 to 4 days. The course can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and Spanish or any other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination

### ***Content***

- ▲ The course is designed for directors, executives, supervisors, and technicians that have to perform these activities.

### ***Overview***

- ▲ The course will provide the platform in which the corresponding evaluations of the extension's programs and projects are designed and realized. Gives emphasis to the evaluation of the three types of designs, in the most common mistakes found in the use of each type of evaluation and how to avoid them, and how to achieve an evaluation and reliability. The sessions focus on determining the problem relevance, the measurement of the programs educational quality, the program's impact on the participants, individually or groups and community, and the value of the changes towards the improvement of community support. Program development references are provided.





## **Short Course on Technological Methods for Exchange Agents: Transfer of Technology for the use of the Agronomist**

### ***General Description***

- ▲ Course duration is 4 to 8 days. The course can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course is taught in English and Spanish or any other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination.

### ***Content***

- ▲ The course is designed for professionals that work in the fields, extension personnel, and supervisors in both the public and private sector.

### ***Overview***

- ▲ The course provides information and the necessary abilities for the professional (exchange agent) that wishes to present a technological innovation among the different customers in the rural area, keeping in mind the possible social consequences.
  - ▲ Examine the environment in which the technological changes occur.
  - ▲ Examine the relations among the different types of exchange.
  - ▲ Understand how self-individuality affects the success of our task as an exchange agent.
  - ▲ Examine the relations among learning, decision making and the process of technology acquisition.
  - ▲ Process of technology acquisition.
  - ▲ Innovations diffusion in the different environments.
  - ▲ Examine the way in which the different types of structural power affect the change (transition).
  - ▲ Examine the different phases in a planned transition.
  - ▲ Develop and apply different change (transition) strategies that can be used by the exchange agents.
  - ▲ Predetermine the consequences of presenting technology in different environments.
  - ▲ Analyze your role as an exchange agent in the exchange process.





## **Short Course on Imprint and Audiovisual Preparation and Presentation of Instructional and Informative Material**

### ***General Description***

- ▲ Course duration is 4 to 8 days. The course can be scheduled upon request.
- ▲ The course is taught at any IICA's Member State.
- ▲ The course will be developed in English and Spanish or any other languages with interpreters upon advance request.
- ▲ Course fee includes registration, instructional materials, refreshments, and course planning and coordination.

### ***Content***

- ▲ The course is designed for professionals that work in the fields, extension personnel with poor experience and/or knowledge assigned to the development of instructional and informative material to be used in imprints or audiovisuals.

### ***Overview***

- ▲ The course provides the necessary devices and information for the preparation and use of a great variety of audiovisual material and imprints, equipment, and procedures that will aid agronomist's work. The course includes among others:
  - ▲ Why we do what we do? Principles on how to communicate effectively.
  - ▲ Management of photographic cameras.
  - ▲ Adequate use of retro-projector and slide and video presentation.
  - ▲ Construction of figures, tables and graphics, using computer programs.
  - ▲ Manual preparation of slides, not computer generated.
  - ▲ Planning, editing, and video presentation.
  - ▲ Preparation of radio programs.
  - ▲ Preparation of posters and brochures.
  - ▲ Preparation and presentation of a program used in different audiovisual aid, and photographic and video material, based on what is covered in the course.







# IICA's Inter-American Distance Education and Training Network



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