Agribusiness
Kansas Agricultural Education

Hours Completed _____ Competencies Completed _____/163
Verification Signatures:

Student: _____ Date: _____

Instructor: _____ Date: _____

Name: _____

Instructor:_____School Year:_____

Key to Integrated Competencies
(CD)- Career Development
(L)- Leadership
(E) - Experienced Based
(LK) - LifeKnowledge Lessons
(LA) – Language Arts
(M) - Math
(S) – Science
(SS) – Social Science

Circle to indicate level of competency achieved:
3 - Skilled-Works Independently **2** Limited skill-Needs assistance **1** -Skill undeveloped-but received instruction **0** -No exposure

Introduction to Agribusiness

1. Define the following terms related to Agribusiness:
   - 3 2 1 0 a. Input
   - 3 2 1 0 b. Output
   - 3 2 1 0 c. Debit Credit
   - 3 2 1 0 d. Income
   - 3 2 1 0 e. Expense
   - 3 2 1 0 f. Fixed
   - 3 2 1 0 g. Variable
   - 3 2 1 0 h. Production
- 3 2 1 0 2. Define Agribusiness.
- 3 2 1 0 3. Identify the major sectors of the agriculture industry. (E,C)

Careers in the Agribusiness Industry

- 3 2 1 0 1. Identify careers in each sector of the agribusiness industry.
- 3 2 1 0 2. Select a career of interest to research and present on.(C)
- 3 2 1 0 3. Compare educational options for this career
- 3 2 1 0 4. Complete a job application.(CD, LA,E)
- 3 2 1 0 5. Create a personal resume. (CD, LA,E)
- 3 2 1 0 6. Write a cover letter. (CD, LA,E)
- 3 2 1 0 7. Prepare for a job interview. (CD, LA,E)
- 3 2 1 0 8. Write a follow up letter. (CD, LA,E)
- 3 2 1 0 9. Complete a job shadow experience.(CD,E)

Business Organizations

Describe the three primary business Organizations:

1. Describe the three primary business organizations.
   - 3 2 1 0 a. Sole Proprietorship
   - 3 2 1 0 b. Partnership
   - 3 2 1 0 c. Corporation
- 3 2 1 0 2. Discuss the advantages and disadvantages of operating a sole proprietorship, partnership and corporation.
- 3 2 1 0 3. Discussother types of organizations including trusts and limited liability companies.
- 3 2 1 0 4. Describe the role of cooperative corporations in agriculture business.

Business Management

- 3 2 1 0 1. Discuss the role of decision making in business management.
- 3 2 1 0 2. List the steps of the decision making process
- 3 2 1 0 3. Define goals and objectives.(LK HS 46)

Record Keeping

1. Define the following terms:
   - 3 2 1 0 a. Accounting Period
   - 3 2 1 0 b. Cash Accounting
   - 3 2 1 0 c. Accrual Accounting
   - 3 2 1 0 d. Single entry Accounting
   - 3 2 1 0 e. Double entry Accounting
- 3 2 1 0 2. Discuss why record keeping is important.
- 3 2 1 0 3. List five financial statements used in business management.
- 3 2 1 0 4. Compare and contrast financial and physical records.(M, LA)
- 3 2 1 0 5. Discuss the purpose of keeping inventory
- 3 2 1 0 6. List items that should be included in an inventory.
- 3 2 1 0 7. Compare and contrast book value and current value methods of inventory.
- 3 2 1 0 8. Complete a depreciation schedule. (M)
- 3 2 1 0 9. Discuss examples of inflows and outflows.
- 3 2 1 0 10. Complete a cash flow summary
- 3 2 1 0 11. Identify additional records useful in specific business operations.

Financial Analysis

- 3 2 1 0 1. Define Net Worth.
- 3 2 1 0 2. List examples of current and non current assets
- 3 2 1 0 3. List examples of current and non current liabilities
- 3 2 1 0 4. Calculate net worth (M)
- 3 2 1 0 5. Describe types of financial analysis
- 3 2 1 0 6. Calculate net worth using the following financial indicators: Liquidity, Solvency and equity. (M)
- 3 2 1 0 7. Distinguish between business income and expenses.
- 3 2 1 0 8. Calculate net farm income and expenses.(M)
- 9. Calculate the following fincncial efficiency ratios.
   - 3 2 1 0 a. Operating expense (M)
   - 3 2 1 0 b. Depreciation expense (M)
   - 3 2 1 0 c. Interest expense (M)
   - 3 2 1 0 d. Net Farm Income from operations ratio (M)
   - 3 2 1 0 e. Calculate an asset turnover ratio (M)

3 2 1 0 10. Calculate for Return to equity and Management (M)
11. Calculate the following profitability ratios:
3 2 1 0 a. Rate of return on borrowed capital (M)
3 2 1 0 b. Rate of return on farm assets (M)
3 2 1 0 c. Rate of return on farm equity (M)
3 2 1 0 d. Operating profit margin ratio(M)
3 2 1 0 12. Describe how ending assets and ending liabilities and owner equity are calculated.
3 2 1 0 13. Define and provide examples of fixed assets.

Budget Analysis

3 2 1 0 1. Define Budget.
3 2 1 0 2. List the three types of budgets.
3 2 1 0 3. List the steps in developing a budget.

Cost and Return Analysis

3 2 1 0 1. Describe the principles of diminishing return.
3 2 1 0 2. Define opportunity cost
3 2 1 0 3. Perform a breakeven analysis. (M)

Cash Flow Analysis

3 2 1 0 1. Describe what a cash flow summary is.
3 2 1 0 2. Discuss the advantages and disadvantages of cash flow projection.
3 2 1 0 3. List the components of a cash flow summary.

Marketing

3 2 1 0 1. Define Marketing.
3 2 1 0 2. Describe utility and the three types of utility
3 2 1 0 3. Describe how price affects marketing.
3 2 1 0 4. Draw and explain a supply and demand curve. (M)
3 2 1 0 5. Define micro and macro in the business system.
3 2 1 0 6. Discuss economy of size and the impact on marketing.
3 2 1 0 7. Discuss the role of government farm support programs.
8. Define the following terms related to futures marketing:
3 2 1 0 a. Elasticity
3 2 1 0 b. Cash Contracts
3 2 1 0 c. Futures Marketing
3 2 1 0 d. Options on Futures
3 2 1 0 e. Basis
3 2 1 0 f. Forward price
3 2 1 0 g. Put Option
3 2 1 0 h. Call Option
3 2 1 0 9. Track a commodity in the futures market. (M)

Agricultural Sales

3 2 1 0 1. Research your potential customers and create a customer profile.
3 2 1 0 2. Create marketing documents for a product. (LA)
3 2 1 0 3. Handle a customer complaint.(LA)
3 2 1 0 4. Take an order from a customer using the business policies.(LA)
3 2 1 0 5. Perform a product sales presentation including customer approach, sale and closing.(LA)

Personal Finance

3 2 1 0 1. Examine the value of a personal financial plan. (CD)
3 2 1 0 2. Create personal financial SMART goals. (L, CD, LK AHS 45)
3 2 1 0 3. Analyze how money is received and used.
3 2 1 0 4. Create a personal financial plan. (M)
3 2 1 0 5. Explain the importance of a will and estate planning

Budgeting

3 2 1 0 1. Track your personal spending habits.(M)
3 2 1 0 2. Summarize the advantages of a personal budget.
3 2 1 0 3. Identify various sources of income and expenses.
3 2 1 0 4. Create a personal budget (M)

Investing

3 2 1 0 1. Differentiate between saving and investing
3 2 1 0 2. Assess the time value of money (Calculate the compound value of interest)(M)
3 2 1 0 3. Compare investment options (LA)
3 2 1 0 4. Predict the potential risks and rewards of investment options.
3 2 1 0 5. Create an investment strategy (M)

Debt Management

3 2 1 0 1. Define credit. (M,C,E)
3 2 1 0 2. Compare advantages and disadvantages of using credit (M)
3 2 1 0 3. Outline the process of applying for credit (M)
3 2 1 0 4. Explain credit history and why it is important.
3 2 1 0 5. Explain how to manage credit responsibly
3 2 1 0 6. Explore the consequences of excessive debt.

Personal Financial Services

3 2 1 0 1. Examine the various types of financial services providers
3 2 1 0 2. Explain a savings account
3 2 1 0 3. Practice using a checking account and debit card. (M)
3 2 1 0 4. Explain use of a credit card
3 2 1 0 5. Explain the advantages of on-line financial services
3 2 1 0 6. Explore situations involving identity theft and deceptive practices.

Personal Insurance

3 2 1 0 1. Identify ways to manage risk
3 2 1 0 2. Describe how insurance is used to protect financial loss
3 2 1 0 3. Explain the features and processes related to: Auto, Home, Life and Health Insurance
3 2 1 0 4. Assess how insurance fits into personal financial planning.

Taxes

3 2 1 0 1. Prepare and understand the documents necessary to receive a pay-check (M)
3 2 1 0 2. Calculate take home pay (M)
3 2 1 0 3. Understand how to file an income tax return (M)
3 2 1 0 4. Differentiate between tax filing methods.

Agricultural Civics and Government

3 2 1 0 1. Describe the purposes, organization and function of government as it relates to agriculture. (SS)

3 2 1 0 2. Examine the purpose and function of local cooperative boards (ex. Water, electrical, extension). (SS)

3 2 1 0 3. Examine the role of interest groups and their impact on governmental policy. (SS)

3 2 1 0 4. Explore issues regarding civic responsibilities of American citizens as related to agriculture (obeying the law, paying taxes, providing leadership, involvement in the political process.) (SS)

3 2 1 0 5. Participate in a mock business meeting using correct parliamentary procedure.(SS)

FFA Opportunities

3 2 1 0 1. Research and present a 6-8 minute speech on an agricultural topic.(LA)

3 2 1 0 2. Complete the National FFA Organization scholarship application.

3 2 1 0 3. Serve on a POA committee.(E)

3 2 1 0 4. Create a FFA recruitment strategy based on specific needs and interests of the target audience.

3 2 1 0 5. Design a plan to recruit and involve key partners in the FFA.

3 2 1 0 6. Participate in at least one activity above the chapter level.

3 2 1 0 7. Assist in the planning of at least one local chapter activity.

SAE

3 2 1 0 1. Maintain records on income and expense.

3 2 1 0 2. Complete a cash flow statement.

3 2 1 0 3. Complete year end records.

3 2 1 0 4. Complete a SAE packet.

3 2 1 0 5. Complete a proficiency award application.

Work Place Skills

Computer Literacy

3 2 1 0 1. Define, understand and use common computer technology terminology.

3 2 1 0 2. Compose, organize, and edit financial records using a computer.

3 2 1 0 3. Use functions to store, query, retrieve, and sort data.

3 2 1 0 4. Use presentation and multimedia software to design/create and variety of presentations.

3 2 1 0 5. Access, navigate, and use on-line services.

3 2 1 0 6. Apply ethical considerations to the operation and management of information systems common to the FFA organization.

Listening Skills

1. Follows oral instructions:

3 2 1 0 a. Listen for and identify key words.

3 2 1 0 b. Listen for words that identify a procedure.

3 2 1 0 c. Listen for steps or actions to be performed.

3 2 1 0 d. Listen for clues regarding the order or sequence in which a task is performed.

3 2 1 0 2. Distinguish fact, opinion, and inference in oral communication.

3 2 1 0 3. Interpret nonverbal cues (eye contact, posture, gestures).

3 2 1 0 4. Analyze a speaker's point of view.

3 2 1 0 5. Draw conclusions or make generalizations from another's oral communication.

3 2 1 0 6. Restate or paraphrase a conversation to confirm what was said.

3 2 1 0 7. Reduce barriers (or interference) that may impede effective listening.

Oral Communications

3 2 1 0 1. Organize notes and ideas for formal, semiformal, and informal presentations.

3 2 1 0 2. Prepare and deliver a presentation appropriate to subject matter, purpose, and audience.

3 2 1 0 3. Use interviewing techniques to gather information.