

AGRICULTURAL BUSINESS MANAGEMENT PROFILE OF TRAINING MASTERY

Instructor _____

Date _____

Program _____	
Grade _____	School _____
Name _____	Soc. Sec. No. _____
Address _____	Phone _____
In Case of Emergency, Contact _____	
Address _____	Phone _____
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
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Date of Enrollment ____ - ____ - ____ Total Class Hours _____ Total Hours Absent _____

Date of Withdrawal ____ - ____ - ____ Total On-the-Job Training Hours _____ Total Hours Tardy _____

Date of Completion ____ - ____ - ____ Total Lab Hours _____

ON-THE-JOB TRAINING/WORK EXPERIENCE

_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____	_____	_____
Address of Employer		Phone
_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____	_____	_____
Address of Employer		Phone

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initial

MODULE 1

Choosing a Type of Farm Business

- _____ 1. Match the basic forms of businesses to the correct definition.
- _____ 2. Distinguish between advantages and disadvantages of sole proprietorship.
- _____ 3. Distinguish between advantages and disadvantages of a partnership.
- _____ 4. Select from a list guidelines for selecting business partners.
- _____ 5. Review a partnership agreement. (Assignment Sheet 1)
- _____ 6. Distinguish between advantages and disadvantages of a corporation.
- _____ 7. Select true statements concerning how a corporation is organized and operated.
- _____ 8. Distinguish between the advantages and disadvantages of vertical integration.
- _____ 9. Discuss changes in the life cycle of a farm business.
- _____ 10. Review a farm rental/lease agreement. (Assignment Sheet 2)
- _____ 11. _____

Pretest Score (%) _____

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Modified Gains Score (%) _____

MODULE 2

Establishing a Record Keeping Plan

- _____ 1. List reasons for keeping records.
- _____ 2. Name types of records most commonly kept.
- _____ 3. List methods of protecting records.
- _____ 4. Identify reasons for keeping complete farm and home accounts.
- _____ 5. Establish a plan for keeping records appropriate to the business. (Assignment Sheet 1)
- _____ 6. Organize a business and accounting storage and filing system. (Assignment Sheet 2)
- _____ 7. List reasons for setting goals.
- _____ 8. List examples of farm business and family goals.
- _____ 9. State guidelines for setting goals.
- _____ 10. Distinguish between short and long term goals.
- _____ 11. Discuss resources needed to attain goals.
- _____ 12. Select from a list techniques for achieving goals.
- _____ 13. Develop three short and two long-term goals for you as a student. (Assignment Sheet 3)
- _____ 14. Develop three short, and two long-term goal for your agricultural enterprises. (Assignment Sheet 4)
- _____ 15. Explain the purposes of systematic decision making.
- _____ 16. Describe the steps in the decision making process.
- _____ 17. List possible consequences of unsound managerial practices.
- _____ 18. _____

Pretest Score (%) _____

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MODULE 3

Completing Farm Inventories and Debt Schedules

- _____ 1. State reasons for keeping inventory records.
- _____ 2. List items to be included in an inventory.
- _____ 3. List factors that determine the time of the year to inventory and complete a debt schedule.
- _____ 4. Select from a list the general requirements that all inventories must include.
- _____ 5. Select from a list guidelines for making a physical count.
- _____ 6. Match the methods of valuation of farm inventories to their correct descriptions.
- _____ 7. Complete statements about current value and book value methods of valuation.
- _____ 8. Match the method of valuation to be used on various type assets.
- _____ 9. Select from a list the items that are normally depreciated.
- _____ 10. Match the method of computing depreciation with the proper definition.

Date/Initial

- _____ 11. Apply the rules for determining the fraction when using the sum-of-the-years' digit method of depreciation.
- _____ 12. Compare depreciation calculated by three different methods.
- _____ 13. Name two factors that determine the method of depreciation to use.
- _____ 14. State the guidelines for determining cash balances.
- _____ 15. Select from a list items to include when recording accounts receivable.
- _____ 16. State guidelines for estimating current values of feed, crops, and supply inventories.
- _____ 17. State guidelines for estimating current values of livestock inventories.
- _____ 18. Select from a list guidelines for estimating current values of machinery and equipment inventories.
- _____ 19. Match types of asset improvement expenses to the correct guidelines for estimating their current values.
- _____ 20. State reasons for keeping a debt schedule.
- _____ 21. Select from a list items to include in a debt schedule.
- _____ 22. Calculate depreciation using the three different methods. (Assignment Sheet 1)
- _____ 23. Complete an ending farm inventory and debt schedule. (Assignment Sheet 2)
- _____ 24. _____

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MODULE 4

Completing a Cash-Flow Summary

- _____ 1. Explain the benefits of a cash-flow summary.
- _____ 2. Select from a list benefits of cash-flow planning.
- _____ 3. State requirements of cash-flow management.
- _____ 4. Explain the difference between calendar year and fiscal year.
- _____ 5. List types of farm income.
- _____ 6. Select types of farm income.
- _____ 7. List types of farm expenses.
- _____ 8. List types of family and non-farm expenses.
- _____ 9. List the steps in completing a cash-flow summary.
- _____ 10. Select the reasons for keeping non-farm and family living records.
- _____ 11. Complete entries of deposits and checks into the record book. (Assignment Sheet 1)
- _____ 12. Complete a 12 month cash-flow summary of income and expenses. (Assignment Sheet 2)
- _____ 13. _____

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MODULE 5

Completing an Income Statement

- _____ 1. Name basic financial statements found in most record systems.
- _____ 2. State purposes of the income statement.
- _____ 3. Select from a list characteristics of net farm income.
- _____ 4. Distinguish between basic accounting methods for determining net farm income.
- _____ 5. Match basic sections of the income statement to the correct definitions.
- _____ 6. Distinguish among types of income figures in analyzing income.
- _____ 7. Describe characteristics of a comparative income statement analysis sheet.
- _____ 8. Complete a farm income statement. (Assignment Sheet 1)

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.

Date/Initial

- _____ 9. Calculate trends in the farm business. (Assignment Sheet 2)
- _____ 10. _____
- Pretest Score (%) _____
- Post Test Score (%) _____
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MODULE 6

Completing a Balance Sheet

- _____ 1. State the purposes of a balance sheet.
- _____ 2. List the four essential components of a financial information system.
- _____ 3. State the equation for calculating net worth.
- _____ 4. Match the type of asset with the proper definition.
- _____ 5. Classify assets by categories.
- _____ 6. Match the kind of liability with the proper definition.
- _____ 7. Select from a list the uses of a balance sheet.
- _____ 8. Select from a list characteristics of current ratio.
- _____ 9. Select from a list characteristics of debt-to-asset ratio.
- _____ 10. Select from a list characteristics of net capital ratio.
- _____ 11. Select from a list characteristics of debt-to-equity ratio.
- _____ 12. Select from a list characteristics of percent equity ratio.
- _____ 13. Complete a balance sheet. (Assignment Sheet)
- _____ 14. _____
- Pretest Score (%) _____
- Post Test Score (%) _____
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MODULE 7

Completing Farm Budgets

- _____ 1. List uses of enterprise budgets.
- _____ 2. Name benefits of enterprise budgets.
- _____ 3. Describe enterprise budgets.
- _____ 4. Describe different categories of returns in the enterprise budgets.
- _____ 5. Use information contained in enterprise budgets. (Assignment Sheet 1)
- _____ 6. Use information contained on the "back side" of the enterprise budget. (Assignment Sheet 2)
- _____ 7. Name uses of partial budgets.
- _____ 8. Identify the components of a partial budget.
- _____ 9. Discuss the partial budgeting process.
- _____ 10. Complete partial budgets. (Assignment Sheet 3)
- _____ 11. Select an enterprise. (Assignment Sheet 4)
- _____ 12. Describe the different types of leases used in farm business management.
- _____ 13. List factors that affect buy versus lease decisions.
- _____ 14. List the advantages and disadvantages of owning.
- _____ 15. List the advantages and disadvantages of leasing.
- _____ 16. Determine whether to buy or lease. (Assignment Sheet 5)
- _____ 17. _____
- Pretest Score (%) _____
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MODULE 8

Managing Farm Credit

- _____ 1. Describe the role of credit in farming.
- _____ 2. Discuss the three R's of credit management.
- _____ 3. Select from a list sound credit principles.
- _____ 4. Explain the classification of credit.
- _____ 5. Explain the types of loans.
- _____ 6. Identify sources of credit.
- _____ 7. List advantages and disadvantages of agricultural credit sources.
- _____ 8. Explain how a bank determines loan interest rates.
- _____ 9. Discuss factors that affect the cost of credit
- _____ 10. Match types of interest to their definitions.
- _____ 11. Compare methods of computing interest
- _____ 12. Compare methods of finding principal, rate, and time.
- _____ 13. Compare methods of calculating actual interest rates.
- _____ 14. Compare methods of calculating loan payments.
- _____ 15. Describe common practical uses of credit cards.
- _____ 16. Calculate interest. (Assignment Sheet 1)
- _____ 17. Compute interest expense. (Assignment Sheet 2)
- _____ 18. Calculate the cost of credit. (Assignment Sheet 3)
- _____ 19. Compare financing methods. (Assignment Sheet 4)
- _____ 20. Complete a loan application. (Assignment Sheet 5)

Date/Initial

- _____ 21. Formulate and communicate a credit proposal. (Assignment Sheet 6)
- _____ 22. _____
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MODULE 9

Financial Analysis

- _____ 1. State purposes of farm analysis.
- _____ 2. List the information the farm financial measures provide.
- _____ 3. Match financial ratios to their formulas.
- _____ 4. List the information the statement of cash flow provides.
- _____ 5. Complete a year-end closing of records checklist. (Assignment Sheet 1)
- _____ 6. Complete and interpret a financial statement (balance sheet). (Assignment Sheet 2)
- _____ 7. Complete and interpret a comparative income statement analysis. (Assignment Sheet 3)
- _____ 8. Complete and interpret a statement of cash flows. (Assignment Sheet 4)
- _____ 9. Complete a whole farm analysis. (Assignment Sheet 5)
- _____ 10. _____
- Pretest Score (%) _____
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MODULE 10

Determining Insurance Coverage

- _____ 1. Identify types of insurance.
- _____ 2. Match the type of liability insurance with the proper definition.
- _____ 3. Match the basic auto coverages with the proper definitions.
- _____ 4. Interpret the liability limit of a 10/20/10 policy.
- _____ 5. Select from a list the factors to consider when determining what coverages to buy for an automobile.
- _____ 6. Select from a list those items that influence automobile insurance premiums.
- _____ 7. List ways to save on automobile insurance.
- _____ 8. Match the type of property insurance with the correct definition.
- _____ 9. Select from a list those items that influence cost of property insurance.
- _____ 10. Name the basic rules to use when buying property insurance.
- _____ 11. Distinguish between hail and fire crop insurance and multiple peril crop insurance.
- _____ 12. Match the kind of life insurance policy with the characteristics of each kind.
- _____ 13. Select from a list the factors that determine the amount of life insurance needed.
- _____ 14. Match kinds of health insurance with the proper definition.
- _____ 15. Select from a list the features of worker's compensation insurance.
- _____ 16. Select from a list the kinds of work covered by social security and who must pay social security tax.
- _____ 17. Select from a list the benefits which are paid from social security.
- _____ 18. Select from a list the reasons social security payments may stop.
- _____ 19. Obtain and compare three auto insurance quotes. (Assignment Sheet 1)
- _____ 20. Evaluate a family insurance program and make recommendations for improvements. (Assignment Sheet 2)
- _____ 21. _____
- Pretest Score (%) _____
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Date/Initial

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MODULE 11

Managing Taxes

- _____ 1. Distinguish between transaction taxes, property taxes, and income taxes.
- _____ 2. Discuss state sales taxes.
- _____ 3. Explain excise taxes and how they work.
- _____ 4. Discuss how property taxes are assessed and what they fund.
- _____ 5. Explain the objectives of estate planning.
- _____ 6. Explain the uses of tax dollars.
- _____ 7. List reasons good records are important.
- _____ 8. Match the method of reporting farm income with the proper definition.
- _____ 9. Match the advantages and disadvantages to the different methods of reporting farm income.
- _____ 10. Distinguish between taxable and non-taxable items.
- _____ 11. Select from a list ways to avoid extremely high or low taxable income.
- _____ 12. Match the methods of depreciation with the proper definition.
- _____ 13. Identify farm business deductions.
- _____ 14. Identify sources of farm income.
- _____ 15. Explain using personal expenditures to locate possible personal deductions.
- _____ 16. Complete forms that apply to hired labor. (Assignment Sheet 1)
- _____ 17. Complete Schedule F and transfer information to Form 1040. (Assignment Sheet 2)
- _____ 18. Complete Oklahoma Resident Individual Income Tax Form 511. (Assignment Sheet 3)
- _____ 19. _____

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MODULE 12

Marketing

- _____ 1. State the law of supply and demand.
- _____ 2. Identify factors that cause changes in supply and demand.
- _____ 3. Complete statements about price discovery.
- _____ 4. Determine the effects of changes in demand and in supply on price.
- _____ 5. Determine effect on price as supply and demand change. (Assignment Sheet 1)
- _____ 6. Explain the law of diminishing returns.
- _____ 7. Determine profit maximization point. (Assignment Sheet 2)
- _____ 8. Describe the characteristics of forward contracting.
- _____ 9. Identify the characteristics of a cash forward contract and a delayed price contract.
- _____ 10. Name the advantages and disadvantages of cash marketing.
- _____ 11. Select from a list true statements concerning the futures market.
- _____ 12. Define margin call.
- _____ 13. Compare future markets to forward cash contracts.
- _____ 14. Describe how hedging and speculating are used in the futures market.
- _____ 15. Compute commodity futures target prices. (Assignment Sheet 3)
- _____ 16. Analyze when a hedge should be placed. (Assignment Sheet 4)
- _____ 17. Define marketing plan.
- _____ 18. List factors that determine marketing strategies.
- _____ 19. Develop a marketing plan. (Assignment Sheet 5)
- _____ 20. _____

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Post Test Score (%) _____

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