

Student's Name _____

Directions:	Evaluate the trainee using the rating scale below and check the appropriate number to indicate the degree of competency achieved. The numerical ratings of 3, 2, 1, and 0 are not intended to represent the traditional school grading system of A, B, C, D, and F. The descriptions associated with each of the numbers focus on level of student performance for each of the tasks listed below.
Rating Scale:	<p>0 - No Exposure - no information nor practice provided during training program, complete training required.</p> <p>1 - Exposure Only - general information provided with no practice time, close supervision needed and additional training required.</p> <p>2 - Moderately Skilled - has performed independently during training program, limited additional training may be required.</p> <p>3 - Skilled - can perform independently with no additional training.</p>

1. Number of Competencies Evaluated	_____
2. Number of Competencies Rated 2 or 3	_____
3. Percent of Competencies Attained (2/1)	_____
Grade	_____
Instructor Signature	Date

01.0 Agricultural Careers

The student will be able to:

- 0 1 2 3
- 01.01 Identify and describe careers in agriculture
- 01.02 Describe how to prepare for a career in agriculture
- 01.03 Describe the career opportunities available in agriculture
- 01.04 Develop and survey the agricultural careers in the community
- 01.05 Conduct a survey of a specific agribusiness occupation
- 01.06 Compare agricultural careers to non-agricultural careers

02.0 Agricultural Safety Management

The student will be able to:

- 0 1 2 3
- 02.01 Match terms associated with agricultural safety management to their correct definitions
- 02.02 List in decreasing order of importance the three factors which contribute to accidents
- 02.03 Describe management's responsibility in safety
- 02.04 List sources of safety information
- 02.05 Describe steps in developing a safety plan or checklist
- 02.06 Describe how to train a new worker so that safety precautions are observed
- 02.07 List examples of personal protective equipment recommended for safety
- 02.08 Describe how to prepare for an emergency
- 02.09 Describe safety practices that should be followed for livestock
- 02.10 Describe safety practices that should be followed for machinery

0 1 2 3

- 02.11 Select safety practices that should be followed when storing materials
- 02.12 Develop and carry out a safety plan
- 02.13 Develop an emergency plan for a farm, agribusiness or school shop
- 02.14 Demonstrate how to safely use a piece of equipment and how to follow the safety plan

03.0 Basics of Agribusiness Management

The student will be able to:

- 0 1 2 3
- 03.01 Describe agribusiness management
- 03.02 Distinguish among the main characteristics of individual proprietorships, partnerships and corporations
- 03.03 Select the characteristics of a cooperative
- 03.04 Design a partnership agreement

04.0 Government Organizations Affecting Agriculture

The student will be able to:

- 0 1 2 3
- 04.01 Identify and describe the primary agencies involved with agriculture and the services they provide
- 04.02 List the major objectives of the United States Department of Agriculture
- 04.03 List the methods used by the government to support prices

- 0 1 2 3
 04.04 Describe the primary service provided by the Soil Conservation Service
- 04.05 List the primary government agencies involved with agricultural credit
- 04.06 Describe the services provided by the Cooperative Extension Service
- 04.07 Describe the creation, purpose and funding of the agricultural commodity commissions

05.0 Basic Economic Principles

The student will be able to:

- 0 1 2 3
 05.01 Describe the basic economic factors that affect farm and agribusiness management decisions
- 05.02 Select the basic beliefs of capitalism
- 05.03 Write the main characteristics of pure competition
- 05.04 List the functions of money
- 05.05 Describe how supply and demand affect prices
- 05.06 List factors that affect prices other than supply and demand
- 05.07 Describe the reasons price cycles occur
- 05.08 Distinguish among supplementary, complementary, competitive and independent enterprises
- 05.09 List the advantages of diversification and specialization

06.0 Agricultural Credit

The student will be able to:

- 0 1 2 3
 06.01 Discuss the role of credit in agriculture
- 06.02 Determine two specific kinds of credit
- 06.03 List factors to consider in selecting a source of credit
- 06.04 Match sources of credit to a list of advantages and disadvantages
- 06.05 List factors affecting repayment capacity
- 06.06 Distinguish among various types of assets and liabilities
- 06.07 Select factors that affect cost of credit
- 06.08 Determine the true annual interest rate
- 06.09 Calculate interest expense
- 06.10 Determine net worth and solvency ratio

07.0 Agricultural Records

The student will be able to:

- 0 1 2 3
 07.01 List reasons for keeping records
- 07.02 Distinguish between the two methods of accounting
- 07.03 Describe the two basic systems of keeping books
- 07.04 Describe, complete and use inventory and depreciation schedules
- 07.05 Distinguish among the straight-line, declining balance, and sum-of-the-years digit methods of calculating depreciation, and government regulations
- 07.06 List the purposes of an inventory
- 07.07 Describe the use of the computer for agricultural record keeping

08.0 Budgeting

The student will be able to:

- 0 1 2 3
 08.01 List the purposes of budgeting
- 08.02 List the different types of budgets
- 08.03 Arrange in order the steps in developing a budget
- 08.04 Distinguish between fixed and operating costs
- 08.05 Demonstrate the ability to complete an enterprise budget for an agribusiness

09.0 Cash Flow

The student will be able to:

- 0 1 2 3
 09.01 Describe the components of a cash flow statement
- 09.02 Describe benefits of cash flow planning
- 09.03 List methods for altering cash flow
- 09.04 Complete a cash flow statement

10.0 Machinery and Equipment Management

The student will be able to:

- 0 1 2 3
 10.01 List ways machinery can be obtained
- 10.02 Select general rules concerning field efficiency
- 10.03 Distinguish between types of costs of machinery ownership
- 10.04 Calculate estimated salvage value of a machine
- 10.05 Calculate estimated fixed cost, repair cost, fuel and lubrication, and variable cost for a machine
- 10.06 Calculate overall cost per acre for farm machinery

- 0 1 2 3
 10.07 List ways preventive maintenance can help get the most out of your equipment
 10.08 Describe economic advantages of preventive maintenance
 10.09 Identify factors for economical and safe machine operation
 10.10 Describe the most basic rule of safety

11.0 Taxes

The student will be able to:

- 0 1 2 3
 11.01 Describe the purposes of taxes
 11.02 Describe the purposes of tax planning
 11.03 List records and information helpful for tax management
 11.04 Describe time requirements in income tax payment
 11.05 Distinguish between taxable and non-taxable items
 11.06 List deductible business expense
 11.07 Describe types of tax credits

12.0 Insurance

The student will be able to:

- 0 1 2 3
 12.01 Write the basic purpose of insurance
 12.02 List the types of insurance
 12.03 List three questions to answer in deciding whether to insure against a loss
 12.04 Describe the types of health insurance
 12.05 Distinguish between the two basic types of life insurance
 12.06 Select times that influence the cost of property insurance

13.0 Marketing

The student will be able to:

- 0 1 2 3
 13.01 Describe key factors involved in marketing
 13.02 Describe types of markets
 13.03 Describe the importance of grades and standards
 13.04 List characteristics of price cycles
 13.05 List factors affecting product quality and price
 13.06 List points to consider when forward contracting
 13.07 Distinguish between hedging and speculation
 13.08 Select characteristics of the futures market

- 0 1 2 3
 13.09 Develop a marketing plan for a commodity
 13.10 Describe purpose and function of local markets

14.0 Purchasing

The student will be able to:

- 0 1 2 3
 14.01 List advantages and disadvantages of purchasing new versus used equipment
 14.02 List advantages and disadvantages of leasing
 14.03 List factors involved with leasing and renting land or equipment
 14.04 List procedures in leasing public domain land
 14.05 List factors to consider in purchasing seed, fertilizer, fuel, repairs, and other services
 14.06 List the types and benefits of professional purchasing services
 14.07 Select among purchasing new equipment, purchasing used equipment, leasing equipment and using custom services

15.0 Agricultural Law

The student will be able to:

- 0 1 2 3
 15.01 Identify major agricultural and their purposes
 15.02 List the purposes and components of a lease
 15.03 Describe the characteristics of common fence law
 15.04 Describe the steps in establishing and maintaining water fights
 15.05 Describe the steps in establishing and maintaining mineral rights
 15.06 List the characteristics regarding liability laws in agriculture
 15.07 Describe health and safety regulations governing agriculture
 15.08 Describe the property rights of agricultural landowners

16.0 Real Property Ownership

The student will be able to:

- 0 1 2 3
 16.01 Describe the purposes of the legal instruments involved in real property ownership
 16.02 List the types of real property deductions
 16.03 Demonstrate the procedure of describing real property
 16.04 List the reasons for appraising land and buildings
 16.05 Compare methods of purchasing real property
 16.06 List the factors to consider when purchasing real property
 16.07 List the types and components of rental agreements
 16.08 Identify factors necessary to determine real property values

17.0 Estate Planning

The student will be able to:

0 1 2 3

- 17.01 Describe the importance of estate planning
- 17.02 List the major estate planning laws
- 17.03 Describe how the types of property ownership affects estate planning
- 17.04 Describe the procedures necessary to transfer property
- 17.05 Identify the required records for property transfer
- 17.06 List the components of a will
- 17.07 List the laws which govern property transfer
- 17.08 Compare the cost of property transfer

18.0 Decision Making

The student will be able to:

0 1 2 3

- 18.01 Describe the management-decision process
- 18.02 Write a justification in developing an office
- 18.03 Describe the benefits of a microcomputer in making decisions
- 18.04 List the personnel resources available to assist decision making
- 18.05 List the publications one can obtain to assist decision making
- 18.06 Describe the latest systems available for marketing crops or livestock

19.0 Using Computers

The student will be able to:

0 1 2 3

- 19.01 Enter the following on the computer
 - a. inventories
 - b. budgets
 - c. cash flow statement
 - d. financial statement
 - c. daily journal records
- 19.02 Demonstrate how the computer will determine efficiency factors and management decisions
- 19.03 Demonstrate the ability to use:
 - a. word processing
 - b. spreadsheets
 - c. data bases
 - d. electronic mail