

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

0 1 2 3

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

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 agricultural accidents
- 02.03 Describe management's responsibility in agricultural safety
- 02.04 List sources of safety information
- 02.05 Describe steps in developing a agricultural 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 agricultural safety

03.0 Basics of Agricultural Business Management Organizations

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
- 03.05 Explain how the factors of production are allocated
- 03.06 Define productivity

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
 - 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
 - 05.10 Define the basic economic systems - traditional, common market, and mixed
 - 05.11 Know the motivating force behind each system
 - 05.12 Categorize world economics correctly

06.0 Agricultural Banking and Credit

The student will be able to:

- 0 1 2 3
- 06.01 Discuss the role of credit in agriculture
 - 06.02 Define two specific kinds of credit

0 1 2 3

- 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
- 06.11 Define money and explain its functions
- 06.12 Identify different types of banking institutions
- 06.13 Understand the federal reserve system
- 06.14 Be able to fill out a check, deposit slip, endorse a check and balance a checkbook
- 06.15 Understand the impact of savings on our national economy
- 06.16 List advantages and disadvantages of various saving and investment programs

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 for use on the farm
- 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 farm machine
- 10.05 Calculate estimated fixed cost, repair cost, fuel and lubrication, and variable cost for a farm machine
- 10.06 Calculate overall cost per acre for farm machinery
- 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
- 11.08 Prepare federal and state income tax forms with supporting forms and schedules

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
- 13.09 Develop a marketing plan for a commodity
- 13.10 Describe purpose and function of local markets
- 13.11 Identify the market structures of pure competition, oligopoly, monopoly, and monopolistic competition
- 13.12 List the characteristics of a free enterprise system

14.0 Purchasing

The student will be able to:

0 1 2 3

- 14.01 List advantages and disadvantages of purchasing new vs. 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 agricultural professional 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 laws and their purposes
- 15.02 List the purposes and components of a farm lease
- 15.03 Describe the characteristics of common fence law
- 15.04 Describe the steps in establishing and maintaining water rights
- 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 descriptions
- 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 a farm 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 Micro 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
 - e. daily journal records
- 19.02 Demonstrate how the computer will determine efficiency factors and management decisions
- 19.03 Demonstrate the ability to use:
 - a. wordprocessing
 - b. spreadsheets
 - c. data bases
 - d. electronic mail

20.0 Consumer Rights, Responsibilities and Spending

The student will be able to:

0 1 2 3

- 20.01 Know the origin of the consumer movement
- 20.02 Identify the rights and responsibilities of the consumer
- 20.03 Identify private and public consumer protection agencies
- 20.04 Evaluate consumer information dealing with price supports, welfare, medicate, food stamps, minimum wage, social security, etc.
- 20.05 Demonstrate the ability to rationally use scarce resources to obtain food, clothing, housing, etc.
- 20.06 Identify how information from labels, warranties standards, grades, etc., can be used in making informed choices

21.0 National and International Economy and Trade

The student will be able to:

0 1 2 3

21.01 Recognize how the nation's economic performance is measured

21.02 Know and analyze the cause of business cycles

0 1 2 3

21.03 Assess how government policies impact economic growth

21.04 Know the types of unemployment and inflation and the causes of each

21.05 List and classify different economies of the world

21.06 Identify and compare the characteristics of different economies

21.07 Understand the principles and practices of international trade

21.08 Identify the problems of economic growth in third world nations and their impact on the nations of the world