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:
- 0 - No Exposure - no information nor practice provided during training program, complete training required.
- 1 - Exposure Only - general information provided with no practice time, close supervision needed and additional training required.
- 2 - Moderately Skilled - has performed independently during training program, limited additional training may be required.
- 3 - Skilled - can perform independently with no additional training.

01.0 Agricultural Careers
The student will be able to:

- Identify and describe careers in agriculture
- Describe how to prepare for a career in agriculture
- Describe the career opportunities available in agriculture
- Develop and survey the agricultural careers in the community
- Conduct a survey of a specific agribusiness occupation
- Compare agricultural careers to non-agricultural careers

02.0 Agricultural Safety Management
The student will be able to:

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

03.0 Basics of Agribusiness Management
The student will be able to:

- Describe agribusiness management
- Distinguish among the main characteristics of individual proprietorships, partnerships and corporations
- Select the characteristics of a cooperative
- Design a partnership agreement

04.0 Government Organizations Affecting Agriculture
The student will be able to:

- Identify and describe the primary agencies involved with agriculture and the services they provide
- List the major objectives of the United States Department of Agriculture
- 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:

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:

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:

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:

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:

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:

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
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

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:

- Describe the importance of estate planning
- List the major estate planning laws
- Describe how the types of property ownership affects estate planning
- Describe the procedures necessary to transfer property
- Identify the required records for property transfer
- List the components of a will
- List the laws which govern property transfer
- Compare the cost of property transfer

18.0 Decision Making
The student will be able to:

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

19.0 Using Computers
The student will be able to:

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