

CENTRAL HIGH SCHOOL

Ag Business Management

Bill Bretzman

COURSE SYLLABUS

Course Description:

This capstone course is designed to develop students' skills in the areas of advanced agricultural business procedures, establishment of agricultural businesses, managing the agribusiness, financing the agribusiness, marketing and advertising, sales techniques and strategies through the management of the Central FFA Co-OP. Product knowledge is stressed as it relates to the regional agricultural economic base. Because FFA and Supervised Agricultural Experience Programs (SAEPs) are integral components of this course, students are required to maintain SAEPs and will participate in activities of the FFA organization and will be required to be FFA members. Students will also be required to perform 4 hours of work outside of school in the Central FFA COOP per semester.

Course Objectives:

Upon the successful completion of this course, students will be able to:

Develop and revise policies and procedures for CO-OP

Receive, order, and maintain CO-OP inventory.

Advertise and Promote CO-OP sales.

Use Quick Books software to maintain CO-OP financial records.

Utilize spread sheets to calculate wages and sales commissions.

Make CO-OP deposits and request payments

Organize CO-OP work schedule.

Conduct annual shareholders meeting.

Required Class Materials:

You are required to bring to class: paper, writing utensil, 3 ring binder, flash drive or access to student storage). A simple calculator is also recommended.

Text: none

Course Outline:

This course will be hands on training experience. The students in this course will manage the Central FFA CO-OP.

Major Assignments:

Attend and participate in the Central FFA CO-OP annual shareholders meeting. (Nov.)

Completion of Supervised Agriculture Experience record book (Jan.)

Work a minimum of 4 hours in FFA CO-OP per semester.

Grading:

Skyward Name	Category	Weight
Final Exam	Assessment/Coop Participation	15%
In-Class work	Assignments/Labs/Reports/Participation/Quizzes/Tests	70%
Other-1	SAE & Recordkeeping	10%
Participation	FFA Participation	5%

Class Policies / Procedures / Expectations:

1. Students will be in their seat when the bell rings, with writing utensils, their Agriculture 3 ring binder, any assignments due that day, and any other materials needed for class that day. I expect them to stay in their assigned seat unless instructed or permission to leave their assigned seat.
2. Students will conduct themselves in a manner that allows everyone the right to a good learning environment.
3. Students shall leave materials and objects in the classroom and/or lab, teacher's desk, shop greenhouse, storage compartments, etc. alone unless instructed or given permission to use them.
4. Students will participate in classroom and/or lab instruction and activities at all times. It is not an option to not participate or attempt the activities of this course.
5. Students will be dismissed from class when all materials are returned to proper storage area and teacher verbally dismisses them.
6. Students will confer with teacher if they feel all possible tasks have been completed.
7. Students' heads will be in an upright attentive position without the support of their arms and hands.

8. Students will contact me the day they return from any absence, to update student on missed classroom/lab/greenhouse activities. *(I am usually in my room before and after school and during lunches. If you cannot find me at one of these times. My email is wbretzman@cusd4.org or phone # 939-4673)* Failure to contact me will result in this manner, may result in a late grading policy or no credit for missed assignments or tests.

9. **Miscellaneous:** FFA is an integral role of agriculture education. Students are automatically enrolled in the FFA. Students are strongly encouraged to participate in these activities. Students must work outside of the classroom hours at the department cooperative. Student hours will be worked during regular coop hours (Tuesday 3:30-5:30 pm and Saturday 8:00 -11:30 am). Meeting the minimum hours required/semester will be reflected as 50% of the semester exam. Students will be required to participate in the annual shareholders meeting.

Instructor Contact:

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