Virginia CTE

Agricultural Business Fundamentals I (8022 - 36 weeks)

Agricultural Business Fundamentals I (8022 - 36 weeks) ABF1

A Demonstrating Personal Qualities and Abilities ABF1.1

1. Demonstrate creativity and innovation. ABF1.1.1
2. Demonstrate critical thinking and problem solving. ABF1.1.2
3. Demonstrate initiative and self-direction. ABF1.1.3
4. Demonstrate integrity. ABF1.1.4
5. Demonstrate work ethic. ABF1.1.5

B Demonstrating Interpersonal Skills ABF1.2

6. Demonstrate conflict-resolution skills. ABF1.2.6
7. Demonstrate listening and speaking skills. ABF1.2.7
8. Demonstrate respect for diversity. ABF1.2.8
9. Demonstrate customer service skills. ABF1.2.9
10. Collaborate with team members. ABF1.2.10

C Demonstrating Professional Competencies ABF1.3

11. Demonstrate big-picture thinking. ABF1.3.11
12. Demonstrate career- and life-management skills. ABF1.3.12
13. Demonstrate continuous learning and adaptability. ABF1.3.13
14. Manage time and resources. ABF1.3.14
15. Demonstrate information-literacy skills. ABF1.3.15
16. Demonstrate an understanding of information security. ABF1.3.16
17. Maintain working knowledge of current information-technology (IT) systems. ABF1.3.17
18. Demonstrate proficiency with technologies, tools, and machines common to a specific occupation. ABF1.3.18
19. Apply mathematical skills to job-specific tasks. ABF1.3.19
20. Demonstrate professionalism. ABF1.3.20

21 Demonstrate reading and writing skills. ABF1.3.21

22 Demonstrate workplace safety. ABF1.3.22

D Examining All Aspects of an Industry ABF1.4

23 Examine aspects of planning within an industry/organization. ABF1.4.23

24 Examine aspects of management within an industry/organization. ABF1.4.24

25 Examine aspects of financial responsibility within an industry/organization. ABF1.4.25

26 Examine technical and production skills required of workers within an industry/organization. ABF1.4.26

27 Examine principles of technology that underlie an industry/organization. ABF1.4.27

28 Examine labor issues related to an industry/organization. ABF1.4.28

29 Examine community issues related to an industry/organization. ABF1.4.29

30 Examine health, safety, and environmental issues related to an industry/organization. ABF1.4.30

31 Identify the purposes and goals of the student organization. ABF1.4.31

32 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. ABF1.4.32

33 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. ABF1.4.33

34 Identify Internet safety issues and procedures for complying with acceptable use standards. ABF1.4.34

E Exploring Work-Based Learning ABF1.5

35 Identify the types of work-bABF1ed learning (WBL) opportunities. ABF1.5.35

36 Reflect on lessons learned during the WBL experience. ABF1.5.36

37 Explore career opportunities related to the WBL experience. ABF1.5.37

38 Participate in a WBL experience, when appropriate. ABF1.5.38

39 Identify the role of supervised agricultural experiences (SAEs) in agricultural education. ABF1.5.39

40 Participate in an SAE. ABF1.5.40

F Exploring Leadership Opportunities through FFA ABF1.6

41 Identify the benefits and responsibilities of FFA membership. ABF1.6.41

42 Describe leadership characteristics and opportunities ABF1 they relate to agriculture and FFA. ABF1.6.42

43 Apply for an FFA degree and/or an agricultural proficiency award. ABF1.6.43

G Developing Employability Skills ABF1.7

44 Create a professional online presence. ABF1.7.44

45 Compose a cover letter. ABF1.7.45

46 Prepare a résumé. ABF1.7.46

47 Design a portfolio. ABF1.7.47

48 Research a potential employer. ABF1.7.48

49 Submit an electronic cover letter, résumé, and (optionally) portfolio. ABF1.7.49

50 Use the SAE Record Book or an alternative method to document the SAE. ABF1.7.50

51 Complete employment application forms. ABF1.7.51

52 Complete a mock employment interview. ABF1.7.52

53 Follow-up an interview with a thank-you letter, email, and/or phone call. ABF1.7.53

54 Identify the benefits of SAE/Work-Based Learning (WBL). ABF1.7.54

H Making Consumer Choices ABF1.8

55 Identify rights and responsibilities of consumers. ABF1.8.55

56 Identify methods of handling consumer complaints. ABF1.8.56

57 Identify consumer-protection agencies. ABF1.8.57

58 Identify components of a guarantee, a warranty, and a contract. ABF1.8.58

59 Explain information found on product labels. ABF1.8.59

I Managing Financial Records and Reports ABF1.9

60 Maintain a filing system for financial records. ABF1.9.60

61 Identify net worth and profit-and-loss (P&L) statements. ABF1.9.61

62 Prepare financial reports to communicate the performance of an AFNR business. ABF1.9.62

63 Analyze financial information and reports to monitor business performance and support decision making. ABF1.9.63

64 Prepare a personal budget. ABF1.9.64

65 Prepare financial reports to describe the performance of an AFNR business. ABF1.9.65

66 Identify personal financial management tools and strategies. ABF1.9.66

67 Identify insurance as a risk-management strategy ABF1.9.67

68 Complete mock income tax forms. ABF1.9.68

69 Calculate depreciation. ABF1.9.69

70 Calculate net returns. ABF1.9.70

J Performing Electronic Operations for AFNR ABF1.10

71 Identify the methods and benefits of precision agriculture. ABF1.10.71

72 Create records and correspondence, using word-processing software, spreadsheets, databases, and email. ABF1.10.72

73 Conduct research. ABF1.10.73

74 Conduct an oral and visual presentation, using presentation software. ABF1.10.74

75 Implement procedures for sharing, backing up, and restoring files. ABF1.10.75

K Understanding Basic Economics ABF1.11

76 Explain the importance of economics. ABF1.11.76

77 Identify the components of the economic process. ABF1.11.77

78 Identify basic economic principles. ABF1.11.78

79 Differentiate among economic resources. ABF1.11.79

80 Identify the consequences of choice. ABF1.11.80

81 Identify the three main types of economic systems. ABF1.11.81

82 Identify characteristics of free enterprise. ABF1.11.82

L Understanding Agribusiness Structures and Procedures ABF1.12

83 Define the role of entrepreneurship in the agricultural industry. ABF1.12.83

84 Describe agricultural business structures. ABF1.12.84

85 Explain the benefits and challenges of owning an agricultural business. ABF1.12.85

86 Develop an organizational chart. ABF1.12.86

87 Interpret a rent/lease agreement. ABF1.12.87

88 Identify elements of sales and purchase contracts. ABF1.12.88

89 Record the purchase or sale of equipment and supplies. ABF1.12.89

90 Set profit goals. ABF1.12.90

91 Identify sources of capital. ABF1.12.91

M Marketing Agricultural Products or Services ABF1.13

92 Identify agricultural markets. ABF1.13.92

93 Explain the importance of marketing in agriculture. ABF1.13.93

94 Identify the components of the marketing process. ABF1.13.94

95 Identify personal traits that are beneficial to an agricultural salesperson or brand ambassador. ABF1.13.95

96 Identify various media outlets for promoting agricultural products and services. ABF1.13.96

97 Explain the economic impact of agriculture and forest industries on Virginia's economy. ABF1.13.97

98 Explain Virginia's role in the local, national, and global markets. ABF1.13.98

N Using Business Laws in Agribusiness ABF1.14

99 Identify labor laws relative to agricultural business. ABF1.14.99

100 Identify regulatory agencies and acts involved with agriculture. ABF1.14.100

O Incorporating Mechanical Skills as Related to the Agricultural Business Systems Pathway ABF1.15

101 Demonstrate safety practices in agricultural mechanics adhering to all safety requirements, industry recommended practices, and instructor guidelines. ABF1.15.101

102 Demonstrate equipment safety and operation adhering to all safety requirements, industry recommended practices, and instructor guidelines. ABF1.15.102

103 Demonstrate standard measurement techniques used in the agribusiness systems pathway. ABF1.15.103

104 Demonstrate drawing for agricultural mechanics. ABF1.15.104

105 Demonstrate metalworking operations adhering to all safety requirements, industry recommended practices, and instructor guidelines. ABF1.15.105

106 Demonstrate woodworking operations as they relate to the agribusiness systems pathway adhering to all safety requirements, industry recommended practices, and instructor guidelines. ABF1.15.106

107 Demonstrate electrical operations as they relate to the agribusiness systems pathway adhering to all safety requirements, industry recommended practices, and instructor guidelines. ABF1.15.107

108 Demonstrate small-engine operations as they relate to the agribusiness systems pathway adhering to all safety requirements, industry recommended practices, and instructor guidelines. ABF1.15.108

109 Demonstrate plumbing operations as they relate to the agribusiness systems pathway adhering to all safety requirements, industry recommended practices, and instructor guidelines. ABF1.15.109