

Agricultural Business Fundamentals I (8022 - 36 weeks)

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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-based 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