



South Central College
Program Design

AAS 3126 Agribusiness Office Specialist/Manager

Program Information

Instructional Level Associate Degree

Career Cluster Agriculture, Food & Natural Resources

Description

The Agribusiness Office Specialist/Manager program prepares learners with the understanding, knowledge, and skills to manage or staff a modern farm or agribusiness firm office. The program provides specific office skills necessary to function in an agribusiness office setting, as well as the agricultural background to work with producers and customers.

Program Admission Dates (Fall and/or Spring)

Fall and Spring

Program Location (North Mankato and/or Faribault)

North Mankato

Program Student Learning Outcomes

- 1 Demonstrate effective participation on an agribusiness team.
- 2 Demonstrate verbal and written business communications.
- 3 Demonstrate input technology.
- 4 Demonstrate promotion and selling of agricultural services and products.
- 5 Utilize information organization and retrieval systems.
- 6 Develop and maintain records required for successful employment.
- 7 Apply knowledge of computer applications/operating system software.

Program Configurations

Scope and Sequence

Credits

Technical Course	57
Liberal Arts & Sciences	15

Year 1 - Fall Semester

Course #	Course Title	Credits	Function
SGAG 1000	Agribusiness Orientation	1	Technical Course
AGEC 1100	Introduction to Agricultural Economics	3	Technical Course
OTEC 1820	Business English	3	Technical Course
LAS Electives	Select MNTC credits in goals 1-10(with advisor assistance)	3	Liberal Arts & Sciences
ANSC 1100	Livestock Production Principles	3	Technical Course
OTEC 1840	Microsoft PowerPoint	3	Technical Course

Year 1 - Spring Semester

Course #	Course Title	Credits	Function
Technical Elective	Choose from technical elective course list	3	Technical Course
LAS Elective	Choose from MnTC Goal Areas 1-10 (with advisor assistance)	3	Liberal Arts & Sciences
OTEC 2800	Office Keyboarding	3	Technical Course
OTEC 1860	Microsoft Word	4	Technical Course
AGRI 1850	Employer/Employee Relations	3	Technical Course

Year 1 - Summer Semester

Course #	Course Title	Credits	Function
AGRI 2780	Agribusiness Internship	6	Technical Course

Year 2 - Fall Semester

Course #	Course Title	Credits	Function
AGBS 2150	Agribusiness Financial Management	4	Technical Course
Technical Elective	Choose from technical elective course list	3	Technical Course
COMM 140	Interpersonal Communication	3	Liberal Arts & Sciences
OTEC 2870	Information Resource Management	3	Technical Course
OTEC 2820	Business Communications	3	Technical Course

Year 2 - Spring Semester

Course #	Course Title	Credits	Function
AGBS 1100	Agriculture Selling Skills	3	Technical Course
AGRI 2700	Agricultural Technology Seminar	2	Technical Course
LAS Elective	Choose from MnTC Goal Areas 1-10 (with advisor assistance)	6	Liberal Arts & Sciences

Technical Elective	Choose from technical elective course list	3	Technical Course
OTEC 1822	Microsoft Excel	4	Technical Course

Program Course List

Number	Title	Credits	Pre/Corequisites
AGBS 1100	Agriculture Selling Skills	3	None
AGBS 2150	Agribusiness Financial Management	4	AGEC 1100
AGEC 1100	Introduction to Agricultural Economics	3	None
AGRI 1850	Employer/Employee Relations	3	None
AGRI 2700	Agricultural Technology Seminar	2	AGEC 2400 or Instructor Permission
AGRI 2780	Agribusiness Internship	2	Instructor Permission
ANSC 1100	Livestock Production Principles	3	
BIOL 101	Introduction to Ecology	4	Must have a Next-Generation Accuplacer Reading score of 250 or higher, or Classic Accuplacer Reading score of 78 or higher, or completion of either READ 0090 or EAP 0090 with a grade of C (2.0) or higher, or ACT Reading score of 21 or higher or MCA Reading score of 1047 or higher.
COMM 110	Public Speaking	3	Score of 86 on the Sentence Skills portion of the Accuplacer or ENGL 0090 with a C or higher.
COMM 140	Interpersonal Communication	3	Accuplacer Reading Score of 78 or above or completion of READ 0090
OTEC 1820	Business English	3	None
OTEC 1822	Microsoft Excel	4	None
OTEC 1840	Microsoft PowerPoint	3	None
OTEC 1860	Microsoft Word	4	None
OTEC 2800	Office Keyboarding	3	A minimum keyboarding speed of 40 words per minute on a 3-minute timing with 3 errors or less or advisor approval.
OTEC 2810	Computer Technology	3	None
OTEC 2820	Business Communications	3	OTEC 1820
OTEC 2870	Information Resource Management	3	None
PHIL 100	Ethics in Society	3	Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090.
PLSC 1100	Soils I	3	None

PLSC 1300	Agronomy I	2	No prerequisites for this class
PSYC 100	Introduction to Psychology	4	Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ0090 with a grade of C (2.0) or higher.
SGAG 1000	Agribusiness Orientation	1	Enrolled in the Agribusiness Program