



South Central College

# AGEC 1200 Principles of Farm Records

## Common Course Outline

### Course Information

<b>Description</b>	This course covers types of records, setup and use of accounts through computerization of farm information. Discussion of the types of record keeping systems will be covered, a review of various recordkeeping systems and tools used to input, analyze and utilize the information from the farm business activity. Selection and implementation of a record keeping program will be required. Students will initiate records on a current farming operation. (Prerequisite: None).
<b>Total Credits</b>	3
<b>Total Hours</b>	64

### Types of Instruction

Instruction Type	Credits/Hours
Lecture	2/32
Lab	1/32

### Pre/Corequisites

Prerequisite none

### Institutional Core Competencies

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

### Course Competencies

#### 1. Identify basic methods and procedures of farm business record keeping.

##### Learning Objectives

Describe the farm enterprise expense category items.

List the farm enterprise income category items.

Give examples of non-digital farm business record keeping methods.

Arrange farm business expenditures and income to balance a farm checking account for specific time periods.

#### 2. Explain the record keeping techniques used in farm business activities.

##### Learning Objectives

Convert paper copy farm records to Excel work book using correct functions and categories.

Convert paper copy farm records to PcMars farm records software using correct functions and categories.

Summarize the depreciation schedule method of farm business record keeping.

Classify farm business and personal living expenses.

**3. Prepare an Excel workbook.**

**Learning Objectives**

Identify the various elements of an Excel workbook.

Create, save, and print a workbook.

Enter data in a workbook.

Edit data in a workbook.

Insert a formula using the AutoSum button.

Apply basic formatting to cells in a workbook.

Use the Help feature.

**4. Format an Excel worksheet.**

**Learning Objectives**

Change column widths.

Change row heights.

Insert rows and columns in a worksheet.

Delete cells, rows, and columns in a worksheet.

Clear data in cells.

Apply formatting to data in cells.

Apply formatting to selected data using the Mini toolbar.

Apply a theme and customize the theme font and color.

Format numbers.

Repeat the last action.

Hide and unhide rows and columns.

**5. Prepare the farm enterprise financial reports and budget categories.**

**Learning Objectives**

Construct farm business cash flow projection.

Prepare a net farm business income statement.

Construct a farm business net worth statement.

Prepare a statement of owner equity for a farm business.

Apply farm business data to the MyFarm Financial Scorecard.

**6. Compute personal financial and farm business operation records.**

**Learning Objectives**

Practice entering farm business income and expense transactions in farm business records software.

Prepare personal financial expense transactions and enter in to Excel workbook.

Summarize farm business transactions and export to farm business software for further financial report analysis.

**7. Prepare a farm business financial summary using computer software programs.**

**Learning Objectives**

Analyze farm business financial analysis data using farm business computer software.

Interpret trends and projections using annual Farm Business Management Annual Report.

Synthesize farm business data in MyFarm Financial Scorecard.

**8. Generate a comprehensive farm business plan.**

**Learning Objectives**

Develop a farm business plan using agriculture focused business planning website resources.

Write a personal comprehensive farm business plan that can be used and applied immediately upon completion of this course.

**9. Demonstrate effective participation in an agribusiness team.**

**Learning Objectives**

Communicate effectively with fellow students while completing assigned agribusiness team tasks.

Produce a fair share or more of the workload that contributes to the agribusiness team.

Complete tasks for the benefit of the team willingly.