

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: **AGRI #242 Advanced Farm Management Education**

Course Description:

The course is designed to provide farm and/or ranch families with the skills needed to successfully manage their business.

Number of Credits: 2

Course Objectives:

- A. Choose a record keeping system that will meet the needs of the farm/ranch business.
- B. Keep a complete and accurate set of records, including inventories, balance sheets and farm production records.
- C. Close records at the end of the year and prepare information needed for financial analysis of the business including enterprise analysis.
- D. Set farm/ranch, family and personal goals and evaluate, revise and adjust those goals.
- E. Interpret the farm/ranch business analysis and use the information provided by the analysis to make management decisions.

Instructors:

Sheila Braaten, Lynsey Aberle, Rodney Armstrong, Keith Knudson

Office:

Sheila Braaten – Rugby High School

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Keith Knudson– Molberg 26

Office Hours:

By appointment

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Lecture/Lab Schedule:

Individual instruction by appointment

Textbook(s):

None. The enrollee will, however, use an approved computer accounting program, the the North Dakota Farm and Ranch Management Education Program Record Book or a similar accounting book approved by the insutructor.

Course Requirements:

At the end of the financial year the farm/ranch will have completed an accurate set of farm/ranch business records, be prepared to use those records in completing a farm/ranch whole farm analysis and be developing the skills needed in using the information to make sound management decisions.

Tentative Course Outline:

- A. Introduction to Farm and Ranch Business Management Education.
- B. Taking and recording accurate inventories.
- C. Record keeping systems.
- D. Importance of complete records.
- E. Accounting closeout procedures.
- F. Understanding the balance sheet, income statement and cash flow projection
- F. Farm/ranch business, family and personal goals.
- G. Farm/ranch business analysis interpretation—whole farm and enterprise.
- H. Benchmarking analysis with local and regional averages.
- I. Making management decisions using information provided by the business analysis.
- J. FSA Farm Program decisions
- K. Marketing Decisions

Relationship to Campus Theme:

Farmers and ranchers enrolled in the Farm Management course continually deal with nature and technology while managing their farms. The major use of technology in teaching the course is in the use of computer programs for keeping business records and then using computer technology to analyze the farm/ranch businesses. The information gleaned from the records and analyses helps farmers/ranchers determine where their business is at presently and that information then helps the students determine what direction they should go with their business in the future. In applying these management decisions farmers and ranchers are continually struggling with the dynamics of what new technologies to use and how those technologies with effect the natural resources that they use continually in their business.

Classroom Policies:

Individualized instruction with satisfactory/unsatisfactory grading system.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student. Students who prefer to use an alternate email should contact the instructor for approval and to make appropriate arrangements.

Academic Integrity:

Students are strongly encouraged to be completely honest when supplying information to the instructor, to their lending institutions, and everyone they do business with. The instruments used to help the students with their management decisions include numerous accuracy checks that help the student and instructor find inaccuracies and correct them.

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services. Thatcher Hall 1104; phone (701) 228-5477 or toll-free 1-888-918-5623.