

Agribusiness Procedures

Fall 2009

Catalog Number: AGV-251

Credit hours: 3 CEUs

Course description: Reviews terminology used in agribusiness, the handling of money from sales, inventory control, customer credit control, business money management and basic double entry bookkeeping.

Pre-requisites: None

Instructor: Kristi Murdock
Phone: 319-294-8319 (home)
Email: kmurdoc@kirkwood.edu <= Best Way to Reach

Section Number: CRFP1

Monday, 11:00a.m. to 11:50a.m., Room 100 AHT (front classroom)

Wednesday, 10:00a.m. to 11:50a.m., Room 100 AHT (front classroom)

Course Materials Needed: None

Learning Environment Expectations: All students are expected conduct themselves in a mature and respectful manner. This classroom follows the guidelines of the Kirkwood Student Handbook concerning discrimination and sexual harassment.

Please do not engage in private conversations during class. It is very rude to me and to your classmates.



CELL PHONES!

Cell Phone Policy – No cell phones allowed at any time for any reason. First violation, you will be excused from class for the day. Second time, you will be excused and will not be allowed to return to class until you have talked with the Dean.

Agribusiness Procedures

Fall 2009

Tardiness

- If you are late to class, please come in quietly and take a seat near the door. *If you feel that you must explain or apologize to me, please wait until break or after class.*



Absences

- It will be very difficult for you to succeed in this class if you do not attend and/or do not participate.
- Homework is due at the beginning of class. In-class Assignments are due by the end of class. You may put late homework in my box at the front desk. Please make use of the timeclock, stamping either the work or a piece of paper that you attach to it with the time and date you submitted it. You may also email homework to me. 10% will be deducted for each CALENDAR DAY that homework is late.
- I will take attendance at each meeting. If you sleep in class, you will be counted absent.
- There are many in-class activities and may be some field trips. These activities will make up a large part of your grade. If you are not in attendance, "make-up" of these activities will obviously be unavailable and so you will not receive any points for them.
- Computers in the AHT building may only be used by students to update animal health records in Avimark. If you need to use a computer for anything other than updating animal records, please use either your personal laptop or visit one of the many computer labs on campus.



Agribusiness Procedures

Fall 2009

WHAT IF I MISS A TEST????

If an exam is missed or is going to be missed you must contact me via e-mail, voicemail, or in person within 24 hours of the missed exam.



For example, if you have a flat tire on the way to the test and miss it, you have until the next day at 11 a.m. to send an email to me or leave me a voicemail on my cell phone or home phone to tell me what happened. If I do not hear from you by then, you will be given a zero on the test. Once I hear from you, it is my decision whether your reason for missing the exam warrants allowing you to take a make-up exam. If I do not deem the excuse satisfactory, a 0 (zero) will be assigned as the score. I may require proof of the validity of the reason for the missed exam. This may include, but is not limited to, funeral notice, doctors' letter verifying treatment, Traffic citation, etc. The make-up exam may be essay in nature and may be given in the Test Center in Linn Hall. You will have no more than one week from the time of the scheduled test to make up the exam.

Productive Classroom Learning Environment:

We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.

Students promote trust by preparing honest and thoughtful work, and by expecting evaluation based on performance.

Faculty promote trust by setting clear guidelines for assignments and evaluations, providing timely honest feedback, and by assigning bias-free grades.

Students show respect by being prepared and attending class on time, by paying attention, contributing to discussions, listening respectfully to others' points of view, meeting deadlines, and by striving for their best performance. Faculty show respect by their timeliness and preparedness, by taking students seriously, by valuing students' goals and aspirations, and by providing prompt feedback.

In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

Class Attendance Policy and College Sponsored Activities:

Learning is central to our work at Kirkwood Community College. Faculty design educational experiences to facilitate learning, and students learn

Agribusiness Procedures

Fall 2009

by engaging in those experiences. Attendance and engagement in all scheduled classes is regarded as integral to learning and is expected of all students.

Students are accountable for the learning outcomes for each session, including those sessions that have been missed, even if the absence is for a college sponsored activity. Assessments of learning that occur during an absence may or may not be made up, depending on the policies of the instructor and the nature of the absence. Absences that result from participation in college sponsored activities* will be accommodated, subject to the guidelines listed below. For all other absences, authorization of an excuse is the province of the individual faculty member and subject to the standard appeal process.

College Sponsored Activities:

Students involved in activities where they are required to represent the college, i.e. college-sponsored activities, must give written notice to the faculty member at least one week in advance of the absence unless last minute schedule changes make this notice impossible. If regular season athletic schedules have been developed, student participants must present written notice of anticipated absences within the first week of the semester. Failure to provide timely written notice may result in loss of this opportunity.

Faculty accord students the opportunity to independently make up course work or work of equal value, for the day(s) the event was scheduled or to take a scheduled exam at an alternate time. The faculty member determines alternate exam times and due dates for missed coursework. These assigned dates may be prior to the date of the absence.

Organizers (coaches, faculty and staff) of college sponsored activities 1) assist students in planning class schedules to minimize the number of absences; 2) inform students of their responsibilities as described above; and 3) provide written communications to faculty announcing and verifying the need for student class absences. Students should check with the organizers of events they plan to attend as to whether this has been done well in advance of the event.

* College sponsored activities (excluding practices) include such events as athletic competitions, student academic competitions and conferences, musical and drama performances, and class field trips. Questions on whether an activity is a college-sponsored event for purposes of this policy should be directed to the Vice-President of Instruction. If anticipated absences for a semester appear to be extraordinarily


Agribusiness Procedures

Fall 2009

numerous or difficult to accommodate, a faculty member may appeal the need for the full accommodation to the VP of Instruction.

Plagiarism Policy:

According to Webster, to plagiarize is “to steal or pass off the ideas or words of another as one’s own...to use created productions without crediting the source...to commit literary theft...to present as new and original an idea or product derived from an existing source.”



Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang onto Writing Center receipts, keep logs or journals of your work on assignments and papers, learn to save drafts or versions of assignments under individual file names on computer or diskette, etc.

The inability to authenticate your work, should an instructor request it, is sufficient ground for failing the assignment. In addition to requiring a student to authenticate his/her work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, requiring students to explain their work and/or process orally, etc.

Americans with Disabilities Act:

Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with Learning Services, Linn Hall 133 and provide a written plan of accommodation to your instructor prior to the accommodation being provided.



Agribusiness Procedures

Fall 2009

Learning Outcomes, Objectives, and Course Competencies:

As a result of this course, the student will:

1. Recognize the characteristics of the small business and the small business owner
2. Understand the process of starting a business
3. Create a plan for managing a small business
4. Complete an accounting project from journalizing to the financial statements
5. Prepare a marketing plan for his/her business

UNIT 101 ENTREPRENEURSHIP

General Competency: Recognize the characteristics of the small business and the small business owner.

General Objectives:

- 101.1 Explain the three common business forms: sole proprietorship; partnership; corporation
- 101.2 Describe the characteristics of a sub chapter S corporation.
- 101.3 Assess and interpret the advantages and disadvantages of each organizational form in reference to control, taxes, government regulations, and continuity.

UNIT 102 ESTABLISHING THE BUSINESS

General Competency: Understand the process of starting a business

General Objectives:

- 102.1 Compare the factors involved in starting a new business and buying an existing business
- 102.2 Determine the various sources of capital for starting a business
- 102.3 Evaluate the requirements for a suitable location for the business
- 102.4 Determine the necessary physical facilities for his/her business
- 102.5 Prepare a floor plan for the business

UNIT 103 MANAGING THE SMALL BUSINESS

General Competency: Create a plan for managing a small business

General Objectives:

- 103.1 Understand the responsibilities of the manager
- 103.2 Evaluate the various forms of leadership
- 103.3 Suggest a company communication plan
- 103.4 Prepare an employee handbook
- 103.5 Develop a risk management plan



Agribusiness Procedures

Fall 2009

UNIT 104 THE ACCOUNTING SYSTEM

General Competency: Complete an accounting project from journalizing to the financial statement.

General Objectives:

- 104.1 Prepare a chart of accounts for a business
- 104.2 Complete an accounting problem, journalizing, posting, and summarizing
- 104.3 Set up double entry system for a small business
- 104.4 Prepare a budget for a business
- 104.5 Complete an income statement
- 104.6 Complete a balance sheet
- 104.7 Prepare a cash flow budget

UNIT 105 MARKETING THE PRODUCT

General Competency: Prepare a marketing plan for his/her business

General Objectives:

- 105.1 Prepare a market research plan for his/her business
- 105.2 Prepare an advertising program for his/her product
- 105.3 Develop a sample survey for a small business
- 105.4 Prepare a sales training program
- 105.5 Outline the steps in a sales presentation



Agribusiness Procedures Fall 2009



Student Evaluation:

Grading Scale:

Exams: 4 @ 50 pts each = 200pts

Assignments: = 200pts

Final Project: = 200pts

(Grading criteria will be handed out separately)

Total points = 600 pts

A = 91-100%	C = 71-78%
A- = 90%	C- = 70%
B+ = 89%	D+ = 69%
B = 81%-88%	D = 61-68%
B- = 80%	D- = 60%
C+ = 79%	F = Below 60%
FW This grade has the same negative affect on your grade point as an F. The FW grade indicates a student failed the course through poor attendance such as not attending after the 60% point of the course, and not withdrawing by the withdrawal deadline.	

Drop Date: Students dropping a class during the first two weeks of a term may receive a full or partial tuition refund. Details of the refund schedule are available from Enrollment Services in 216 Kirkwood Hall, 398-5635 or 398-5638. For detailed discussion of drop dates and policies, please read the student handbook.

**The last date to drop this class for this term is
November 17, 2009.**

FYI: Final Exam Information: Final exams are scheduled during the last week of the term from Saturday, December 12 to Friday, December 18. The final exam schedule can be found on the Kirkwood website and in the course schedule.

Note that exam times and days do not match up with normal class times!

		THE FINAL EXAM FOR THIS CLASS IS SCHEDULED ON		
		WEDNESDAY, DECEMBER 16, 2009,		
		AT 10:00 A.M. IN AHT #100		