

ARIZONA CTE CAREER PREPARATION STANDARDS & MEASUREMENT CRITERIA

AGRIBUSINESS SYSTEMS, 01.0100.9	
STANDARD 1.0—EMPLOY LEADERSHIP SKILLS TO ACCOMPLISH GOALS AND OBJECTIVES IN AN AGRIBUSINESS ENVIRONMENT	
1.1	Identify planning approaches for preparing mission statement
1.2	Write a mission statement
1.3	Establish short- and long-term goals
1.4	Ask for feedback from stakeholders to test the impact of the mission statement
1.5	Disseminate mission statement to inform fellow employees and gain in-house support
1.6	Identify leadership styles
1.7	Conduct a business meeting using proper parliamentary procedures/consensus techniques
1.8	Work in teams to access a variety of expertise
1.9	Extend a pat on the back for jobs well done
1.10	Identify management types
1.11	Identify organizational structures
1.12	Identify time management techniques
1.13	Make business agreements
1.14	Follow local, state, and federal regulations and appreciate the consequences of not following them
1.15	Recruit, train and evaluate human resources
1.16	Make business presentations
STANDARD 2.0—PRACTICE GOOD RECORD KEEPING TO ACCOMPLISH AGRIBUSINESS OBJECTIVES	
2.1	Identify information management systems
2.2	Develop record keeping techniques and practices
2.3	Keep production and agribusiness records
2.4	Make records analysis
STANDARD 3.0—APPLY GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND SKILLS TO MANAGE BUDGET, CREDIT, AND OPTIMAL APPLICATION OF AGRIBUSINESS ASSETS	
3.1	Budget resources (e.g., capital, human, financial, time)

Technical knowledge and skill standards were validated by a Skill Standards Validation Committee on August 5, 2008.

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3.2	Manage assets for optimum utilization
3.3	Manage risk of liabilities
3.4	Evaluate credit uses and options
3.5	Prepare and interpret financial statements (e.g., balance sheet, profit/loss statement, cash flow statement)
3.6	Prepare tax forms (e.g., W-4, I9, Depreciation, 1099, Workers Compensation)
3.7	Determine cost of doing business
3.8	Compare and examine advantages and disadvantages of banking procedures (e.g., bank reconciliation)
3.9	Analyze investment options (e.g., buy, lease, finance, risk)
STANDARD 4.0—EMPLOY AGRIBUSINESS INDUSTRY CONCEPTS AND PRACTICES TO MANAGE INVENTORY	
4.1	Maintain optimum inventory levels
4.2	Apply just-in-time concepts
4.3	Calculate costs of carrying inventory
4.4	Perform logistics management
STANDARD 5.0—UTILIZE TECHNOLOGY TO ACCOMPLISH AGRIBUSINESS OBJECTIVES	
5.1	Utilize leading technology; e.g., Global Positioning System (GPS), Geographical Information System (GIS), Personal Data Application (PDA), cellular
5.2	Create and use documents using word processors, spreadsheets, databases and electronic mail
5.3	Conduct research using the Internet
5.4	Conduct oral/visual presentation using presentation software
STANDARD 6.0—USE SALES AND MARKETING PRINCIPLES TO ACCOMPLISH AN AGRIBUSINESS OBJECTIVE	
6.1	Evaluate methods of marketing products and services
6.2	Apply economic principles to marketing (e.g., supply and demand)
6.3	Research products and service design(s)
6.4	Identify and develop value-added products
6.5	Develop public relations campaigns
6.6	Develop sales goals and incentive programs

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6.7	Promote products and services
6.8	Advertise products and services
6.9	Identify key components to organize a sale
6.10	Build and develop customer relationships
6.11	Conduct sales presentation
6.12	Provide post-sale service
6.13	Handle customer complaints
6.14	Locate prospective new customers