

**CASPER COLLEGE COURSE SYLLABUS  
AGEC 2010 - Farm/Ranch Business Records**

Semester/Year: Fall 2015

Lecture Hours: 3

Lab Hours: 0

Credit Hours: 3

**Class Time:** 11:00am – 11:50am

Days: M W F

Room: PS 325

**Instructor's Name:** Marty Finch

**Instructor's Contact Information:**

**Office location:** WA 103

**Office Phone:** 268-2595

**Email:** mfinch@caspercollege.edu

**Office Hours:** Monday – Friday 10:00 am – 11:00 am (*Other times available, by appointment*)

**Course Description:**

Introduces students to the mechanics of farm/ranch computerized record keeping, and its use as a management tool. The laboratory exercises are actual problems in farm and ranch management and record keeping.

**Statement of Prerequisites:** None

**Goal:**

The student will gain an understanding of the development and fundamentals of farm/ranch record keeping and its application in managerial decisions. Students will realize the vital importance of accurate record keeping and its relevance in financial management, business analysis and decision making. This knowledge is useful in a variety of business related disciplines.

**Outcomes:** The student will be expected to solve problems using critical thinking and creativity when entering a years' worth of data from the case ranch that is provided to the student. After successfully entering the data, the students will be able to provide an accurate income statement and balance sheet to the instructor. They will also use quantitative analytical skills to evaluate the financial condition of the operation when using these financial statements and be able to demonstrate how to identify strengths and weaknesses within that operation.

**Course Objectives:** The successful student will be able to define accounting terms and explain how apply them in QuickBooks. After entering a year of data they will be able to develop the financial statements and analyze the data and develop a plan to help improve the financial condition of the operation and justify those changes.

**Methodology:**

This course is designed to be a lecture course. Class discussion will be very essential to fully understand record keeping, and its purpose and importance on the farm/ranch. The data entry is essential so the student may learn how to keep records efficiently and accurately.

**Evaluation Criteria:**

Your grade in the course will be assigned based on the percentage of the total points you earn.

Attendance	= 150 points
Two Exams	= 200 points
Final Project	= 600 points
Participation in Class	= 50 points
<b>TOTAL POINTS</b>	<b>= 1000</b>
90% = A	

80% = B
70% = C
60% = D
<60% = F

**Required Text, Readings, and Materials:**

QuickBooks Accountant (updated version)

**Class Policies:**

In this course, if you are considering a change to Audit status, or dropping the course, you should first speak with the instructor to evaluate your options. Class attendance is required and roll will be taken each class period. There will be a strong correlation between class attendance and final course grades. Each student is responsible for the material presented during lectures. It is his or her responsibility to acquire lecture notes, handouts for missed classes. Excused absences must be cleared by the instructor so arrangements may be made.

**Examination Policy:**

It is your responsibility to check your personal schedule with exam dates and to notify the instructor in advance of the scheduled time if there is a conflict. See the Casper College Student Handbook for information on how to handle absences due to illness or death in family.

Exams will be reviewed in class, and made available to the students for review.

**Classroom:**

The most successful students are always those with the best attendance record! The following are examples of expected behaviors in this, and any college classroom:

- Attend all class meetings, and be on time.
- Listen to questions/statements made by your fellow classmates; these may enhance your understanding of the material.
- Expect to receive pertinent course materials/handouts during the designated course times. If you are unable to obtain these materials at these times, it becomes your responsibility to obtain them from a fellow classmate, or from the instructor, during office hours. Don't expect late, partially completed or illegible work to be graded.
- Always exercise your right to ask questions. Be active in your learning.

**Comments:**

Please do not hesitate to address with me any problems or concerns that might arise during the semester. If you cannot speak with me during the designated office hours, you can certainly make an appointment for another time.

**Student Rights and Responsibilities:**

Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:**

If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:**

If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.