

CHERRYVALE HIGH SCHOOL OCCUPATIONAL PROFILE

Ag Business and Leadership

Name _____ SS# _____

School _____ Instructor _____

- Rating Scale:** 3- Skilled – Works independently
 2- Limited Skill- Requires assistance to perform task
 1- Skill undeveloped- received instruction but has not developed skill
 0- No exposure – No instruction or training in this area.

Directions - Circle the appropriate number to indicate the degree of competency reached.

S = Science M = Math L = Language Arts C = Career
 Development Skills

Enrollment Date	____/____/____	Completion Date	____/____/____	Hours Completed	_____
I certify that the student received training in the areas indicated					
Student Signature	_____	Date	_____		
Instructor Signature	_____	Date	_____		
Administrator Signature	_____	Date	_____		

I. Careers and Industry

- 3 2 1 0 1. Identify educational opportunities
- 3 2 1 0 2. Identify occupational opportunities
- 3 2 1 0 3. Identify occupational skill requirements
- 3 2 1 0 4. Identify conditions of employment requirements
- 3 2 1 0 5. Locate resources for finding employment
- 3 2 1 0 6. Conduct research using the Internet

II. Handle Finances

- 3 2 1 0 1. State benefits of money management
- 3 2 1 0 2. List factors that influence consumer spending M
- 3 2 1 0 3. List functions of financial institutions
- 3 2 1 0 4. Explain reasons for saving money M
- 3 2 1 0 5. List guidelines for saving money
- 3 2 1 0 6. Outline advantages of a checking account
- 3 2 1 0 7. Match types of financial instruments to their correct description
- 3 2 1 0 8. Arrange in order steps to take when opening a checking account
- 3 2 1 0 9. List ways to stop payment on a check L

- 3 2 1 0 10. Compile a list of things to remember when writing checks M
- 3 2 1 0 11. Fill out a deposit slip M
- 3 2 1 0 12. Write a check M
- 3 2 1 0 13. Complete a check register M

III. Obtain and Use Credit

- 3 2 1 0 1. Break down advantages and disadvantages of using credit
- 3 2 1 0 2. List types of credit
- 3 2 1 0 3. Establish guidelines for building and maintaining a good credit standing
- 3 2 1 0 4. List factors a lender looks for in a borrower
- 3 2 1 0 5. List factors a borrower looks for in a lender
- 3 2 1 0 6. Distinguish indicators of good and bad loan repayment ability M
- 3 2 1 0 7. Explain they major types of credit extended by businesses
- 3 2 1 0 8. Identify types of loans issued by financial institutions M
- 3 2 1 0 9. Name factors that determine the cost of credit
- 3 2 1 0 10. Compute simple interest M
- 3 2 1 0 11. Calculate true annual interest rate M

IV. Communication

- 3 2 1 0 1. List the purposes of communication
- 3 2 1 0 2. Name the basic styles of communication L
- 3 2 1 0 3. Explain causes of communication problems L
- 3 2 1 0 4. Distinguish among ways to improve communication
- 3 2 1 0 5. Distinguish between positive and negative nonverbal sighs of communication L
- 3 2 1 0 6. Break down ways to listen more effectively
- 3 2 1 0 7. Discuss how to introduce oneself to others L
- 3 2 1 0 8. List guidelines for introducing others L
- 3 2 1 0 9. List guidelines for acknowledging introductions
- 3 2 1 0 10. Describe how to give directions properly in a work situation L
- 3 2 1 0 11. Describe how to follow directions correctly in a work situation L
- 3 2 1 0 12. Explain the importance of written communication L

- 3 2 1 0 13. Demonstrate proper telephone use L
- 3 2 1 0 14. Show the proper way to take a phone message L
- 3 2 1 0 15. Address an envelope L

V. Advertising

- 3 2 1 0 1. Discuss functions of advertisements
- 3 2 1 0 2. State advantages and disadvantages of advertising
- 3 2 1 0 3. List the kinds of merchandise to advertise
- 3 2 1 0 4. Distinguish between major advertising media
- 3 2 1 0 5. Name factors that determine when to advertise
- 3 2 1 0 6. Identify factors to consider when selecting advertising media
- 3 2 1 0 7. Label the major parts of an advertising layout
- 3 2 1 0 8. Compile a list of characteristics of good advertising layouts
- 3 2 1 0 9. Explain headlines
- 3 2 1 0 10. Create a subheading L
- 3 2 1 0 11. Select characteristics of a good copy
- 3 2 1 0 12. Create an advertisement illustrationL
- 3 2 1 0 13. Name additional forms of advertising media

VI. Using Display Techniques

- 3 2 1 0 1. List the purposes of displays
- 3 2 1 0 2. State advantages of displays
- 3 2 1 0 3. Describe types of interior displays
- 3 2 1 0 4. Describe outside and window displays
- 3 2 1 0 5. Identify good display design elements
- 3 2 1 0 6. Match design principles to their correct descriptions
- 3 2 1 0 7. Distinguish between formal and informal balance in a display
- 3 2 1 0 8. Identify basic display arrangements

- 3 2 1 0 9. List factors to consider when using color in displays
- 3 2 1 0 10. Create a display
- 3 2 1 0 11. Name common display materials
- 3 2 1 0 12. State purposes of show cards
- 3 2 1 0 13. Identify parts of a show card
- 3 2 1 0 14. Create a show card L
- 3 2 1 0 15. List ways to maintain a display

VII. FFA/ Leadership

- 3 2 1 0 1. Plan chapter Program of Activities
- 3 2 1 0 2. Fill out various Chapter Award Applications
- 3 2 1 0 3. Fill out chapter Grant Applications
- 3 2 1 0 4. Create a working resume C
- 3 2 1 0 5. Create a cover letter C
- 3 2 1 0 6. Create a PowerPoint presentation L
- 3 2 1 0 7. Use proper etiquette in a formal setting L
- 3 2 1 0 8. Plan Barnyard Olympics
- 3 2 1 0 9. Advertise various FFA events L
- 3 2 1 0 10. Use proper parliamentary procedure C
- 3 2 1 0 11. Work with others on various projects
- 3 2 1 0 12. Manage time wisely

VIII. SAE

- 3 2 1 0 1. Establish short and long term goals
- 3 2 1 0 2. Complete leadership pages in record book
- 3 2 1 0 3. Submit a proficiency award L
- 3 2 1 0 4. Demonstrate money management M
- 3 2 1 0 5. Develop competencies for SAE
- 3 2 1 0 6. Prepare a cash flow statement M